

PUBLIC HEALTH (PH) CAPACITY BUILDING AND DOCUMENTATION OFFICER

KIGOMA REGION

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.



OXFAM

Annual Salary and Benefits

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Internal Job Grade	- D2
Contract type	- Fixed term (6 months)
Reporting to	- Public Health Promotion Team Leader (PHP TL)
Staff reporting directly to this post	Refugee PHP incentive workers -
Key relationships/interactions	MEAL, PHE, Gender and Protection, FSL and Support Teams
Location	- Based in Kibondo

Shaping a stronger Oxfam for people living in poverty.

Department Purpose: To save lives now and in the future

Team Purpose: OiTZ continues to work closely with UNHCR to manage and support design & delivery of a high quality WASH programme for up to 86,000 Burundian refugees that are currently settled in Nduta camp, in Kigoma region of N.W. Tanzania. Oxfam's interventions have also considered the WASH and Food security and livelihoods need of up to 7 hosting communities in villages adjacent to this camp to reduce vulnerability and enhance harmonious co-existence. This integrated programme aims to promote good health by strengthening communities' capacities to prevent the risks and to reduce the prevalence of communicable diseases through safe access to WASH services.

Job Purpose: The role supports the technical design, implementation and monitoring of public health interventions in the **Nduta camp**. The role promotes community self-mobilisation and action planning to address public health risks, builds capacity of the community leaders and volunteers to take charge of services delivery and supports documentation of processes and outcomes of such interventions.

Job Responsibilities: The PH Capacity Building and Documentation Officer will work closely with the other WASH teams to design, implementation and promote adaptation of community-level response activities within Nduta camp. The Officer will work with other team members develop training packages that will strengthen the empowerment of and delegation of responsibilities to WASH volunteers in the camp. He/she will work closely with the communications team in Dar es salaam to document multi-sectoral interest stories/case studies for sharing internally and with donors to enrich reporting and resources mobilisation.

Technical/Capacity building/documentation

- Guide all technical team in using epidemiological data and community feedback to make programme adaptations on a rolling basis

- Support and empower the hygiene promotion volunteer team in Nduta camp to carry out community mobilisation related activities (including campaigns, household visit, NFI distributions, etc.) adapted to the context and special needs of men, women, children, disabled and the elderly in line with Oxfam guidelines
- Working under the guidance of the WASH Coordinator and PHP TL, ensure that training manuals are updated and that any PH training rolled out is well documented.
- Take charge of the visibility requirements of the programme, working closely with the communications team in Dar es salaam, develop multi-sectoral communication/information materials for print media, social media, interest stories/case studies and any other relevant media outlets
- Working closely with the MEAL team, ensure that PH indicators are well articulated in assessments/KAP surveys and that data collected is gender and age disaggregated.
- In consultation with the target beneficiaries, design and develop relevant IEC materials that are relevant to the context and echoes messaging relevant PH issues identified.
- Organise and facilitate capacity needs assessment and training across the WASH sector to identified gaps and coordinate with other teams to address gaps to strengthen implementation of PH interventions in the camp
- Develop and implement tools/mechanisms for regular information collection from the volunteers, maintain proper documentation of community led initiatives (meetings, dialogues, action plans), to generate feedback that inputs into proposals and internal and external (including donors) reports.
- Support the roll-out of any new innovations in the camp ensuring that communities are mobilised to participate and adopt the use of such innovations
- In collaboration with the MEAL team maintain records of process, approaches and outcomes including, beneficiary selection processes, distribution records, PDMs, surveys. etc
- Prepare and submit monthly progress reports of PH intervention and planning to the PHP TL for compilation of internal and external reports

Coordination /Representation

- Represent Oxfam in sector working groups at camp level as delegated by the PHP TL to share information and influence ways of working
- Build strategic alliances with other key actors in the camp (health, education, camp management) to ensure coordinated approaches and that PH issues are identified and acted upon in a timely manner.
- Strengthen the linkage PH with other sectors (Gender and Protection, FSL), collecting and promoting replicable good practices and learning across the BRR programme
- Liaise and maintain pro-active links with the host community programme, ensuring a harmonisation of PHP approaches and provide capacity support to the delivery of PH interventions in the host communities as and when required
- Working closely with other sector teams, facilitate verification of beneficiaries for different interventions and ensure that data on beneficiaries is disaggregated accordingly.
- As part of an integrated response team, participate in assessments in both Host and Refugee communities, consulting with local communities, staff and other stakeholders to identify and create a better understanding of PH challenges that can inform health promotion approach and methodologies
- Working as part of an integrated programme team, facilitate community participation in Oxfam's WASH programmes; building their capacity and empowering men and women to plan, deliver and monitor their work.

Other

- Eager and required to adhere to Oxfam's principles and values as well as the promotion of gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

- Aggressively promote zero tolerance to fraud, aid diversion and any form of malpractice by creating massive awareness to partners and staff

Job Requirements

Essential: Good written and spoken English, ability to work in a team, lead and supervise

Desirable: Working knowledge of Kiswahili or any of the local languages in the region

Education:

A minimum of a first degree in Development Studies, Social Sciences, Social Work or relevant field; combination of diploma/certificate training in one or more other relevant areas (e.g. Public health promotion, community water supply, adult education, communications/journalism),

Experience:

- At least 2-years work experience in a Non-Government environment, experience in implementing programs for vulnerable groups & women in emergency responses is an advantage.
- Good understanding of the camp and host community context and sufficient field experience in similar environment
- Good communication, dialoguing and training skills with the ability to interact with a wide range of people, able to communicate in oral & write Kiswahili and English, working knowledge of local languages of the refugees (Kirundi) is an advantage.
- Ability to work under pressure and to be flexible in work tasks
- Sensitivity to the needs and priorities of disadvantaged and other vulnerable groups.
- Excellent teamwork and interpersonal skills, willing to support and learn
- Well organised, with good attention to detail and developed ability to prioritise tasks to meet tight deadlines and organise work in a complex setting
- Strong analysis and planning skills; ability to identify problems and proactively and creatively develop solutions and generate information for proposal development/fundraising.
- Strong skills in preparing workplans and writing concise report; must be computer literate, with ability to use Microsoft Word, Microsoft Excel, email and internet.

Key Attributes:

- Sympathy with the aims and objectives of Oxfam.
- Commitment to humanitarian principles and action
- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn more about Oxfam's approach to GiE, women's rights, and diversity for all aspects of humanitarian and development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.
- To be familiar with and abide by the NGO/Red Cross Code of Conduct, the People in Aid Code, Oxfam International procedures and other regulatory codes (e.g. Sphere Minimum Standards and InterAction Field Co-operation Protocol, HAP).

Organisational Values:

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.

**Key Behavioral Competencies
(based on Oxfam’s Leadership Model)**

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Humility	We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.

Job Description Template

Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support.