

PROGRAMME MANAGER – Economic Justice, Governance and Accountability

Annual Salary and Benefits	- TBC
Internal Job Grade	- C 1
Contract type	- Fixed Term; One Year Contract
Reporting to	- Programme Director
Staff reporting to this post	- Project Managers (4)
Locations	- Islamabad
Annual Budget	- 4 million Euros approximately

Shaping a Stronger Oxfam for People living in Poverty

The Brief Description of Economic Justice, Governance and Accountability Programme:

This Programme aims to empower the citizens especially the most marginalised groups such as economically disadvantaged, women and minorities. It provides them with opportunities to understand, participate, and influence the making of decisions and policies that affect their lives. It enables the poor and disadvantaged to claim their rights enshrined in the constitutional framework of the country.

Through its Economic Justice, Governance and Accountability Programme, Oxfam Pakistan wants to bridge the gap between the citizens and the state by strengthening the socio- economic, and politico-legal contracts which regulate the relationship between the citizens and the state and its various organs.

This position will also oversee the rollout of Oxfam’s *Even it Up*, *Behind the Price* and *GROW* campaigns in Pakistan, while coordinating with Regional and Global experts.

<https://www.oxfam.org.uk/inside-oxfam/even-it-up>

<https://www.oxfam.org.uk/get-involved/campaign-with-us/food-and-climate>

<https://www.oxfam.org/en/behindtheprice>

Job Purpose:

- To lead and manage Economic Justice, Governance and accountability Programme of Oxfam in Pakistan following an integrated approach with other country teams, utilizing and contributing to research, learning, programme development, influencing and campaigning work.
- To engage diverse stakeholders of anti-poverty movements, build alliances and manage partnerships to achieve Oxfam’s overarching goals.
- To provide strategic and technical advice on Economic Justice, Governance and Accountability to the Country Leadership Team and implementing partners under portfolio in the development of country plans, programme strategies, innovative programme implementation approaches and delivery of quality results. To design new projects in consultation with the Technical staff of various affiliates, which contribute to Oxfam’s overall impact in Pakistan.
- To develop management tools and programme implementation trackers and ensure compliance of commitments made to various stakeholders, donor and affiliate.
- To ensure quality implementation of the projects, as well as management of the teams and relationship building with implementing partners. The position holder is expected to provide strategic and operational guidance to the partners for smooth implementation of the project and achieving the results in stipulated time frame and budgeted resources.

- To oversee the achievement of all milestones as per LFA and work plan, ensure timely accomplishment of the payment-based milestones as per the set timelines.
- To conduct context analysis under overall Political Economy Analysis (PEA) from time to time for the country team to make informed decisions and develop qualified response to the emerging situations capable to impact Oxfam programmes in fragile environment.
- To develop and update a risk register providing risk assessment against various likely risks, threats, scenarios and mitigations strategies. Under direct supervision of the Programme Director, the position holder shall serve as the risk-owner for the programme portfolio. To document the learning of programme implementation from time to time in shape of products such as success stories, cases, documentaries, testimonials etc.
- To review the overall direction of the programmes and campaigns, their public products and messages and suggest modifications as per conflict sensitivity analysis or scale up the ambition if enabling environment exists.
- To establish and moderate a policy/discussion forum within Oxfam country programme for consulting leading economists, policy makers, subject experts on issues important to Oxfam Pakistan programmes. Also, to make sure incorporating the learning from the forum discussions into programmes, policies and practices.

Key Responsibilities and Accountabilities:

- Lead and manage the implementation of Oxfam's Economic Justice and Governance programme pillar.
- Develop and manage a strong research and influencing agenda that will support the programme, campaigns and policy advocacy.
- Design and lead programme Campaigns. Contribute to the development and delivery of Oxfam's policies and advocacy strategies in line with campaign priorities at national and global levels.
- Actively gather learning, build partnerships and work closely with other Oxfam Affiliates to facilitate cross-learning and deepen innovation.
- Develop and Implement quality programmes that integrate Economic Justice, Governance and Accountability, build capacity of partners and teams on the themes.
- Provide critical inputs and advice around governance programming to funding proposals, bids and programme designs.
- Contribute to fundraising activities by working closely with funding team to develop high quality proposals and by developing evidence-based effective project designs.
- Present Oxfam to donors, government, local partners and private sector partners in collaboration with PD, CD and Funding and Business Development Manager.
- Preparation and supervision of work plans of the teams, budgets and resource allocations, oversee the monitoring and review of the programme
- Manage relationships in the light of Oxfam's partnership approach following procedural requirements, ensuring application of grant conditions and guidelines.
- The other project related routine tasks may include supervision in development of quality narrative reports, approving of financial reports, correspondence with donors, affiliates and other stakeholders.
- Establish strong linkages with Civil Society networks across Pakistan as well as leading academic institutions and think tanks focusing on fragility and governance programme strategy

Contacts:

Internal:

- With the Country Director, Programme Director, Programme and Project Managers, Policy Advisors.
- With the Advisors at Region and at Oxfam Affiliate levels.
- With Oxfam programme officers/managers, MEAL and cross-cutting teams.
- With OXFAM's Senior Management team (SMT)

External:

- With Oxfam's partners on the planning, implementation, monitoring and evaluation of project activities

- With key stakeholders and relevant (international) organizations to keep informed of current political/economic/social developments that could have impact on Oxfam’s programmes

Technical Skills, Experience & Knowledge

Essential:

- Masters degree or other relevant qualification preferably in political sciences, social sciences, development and public policy, politics or any other related field.
- Good knowledge and at least seven to ten years’ experience of implementation of Governance programmes.
- Technical knowledge on Governance programme specific frameworks and tools for policy advocacy, influencing and campaigning.
- Understanding of the specific demands and sensitivities for multi-mandate organizations in fragile contexts
- Good understanding of programme accountability frameworks (challenges and opportunities) and experience in approaches and strategies to mitigate these
- Proven ability to lead and work effectively with others as well as independently to achieve results
- Proven expertise in adaptive programming.
- Excellent communication and interpersonal skills. Well-developed ability to motivate and persuade at various levels
- Excellent analytical and critical thinking ability specifically in relation to fragile contexts
- Good knowledge of and experience with managing donor funded projects with strong financial management skills and experience of project budgeting and budget monitoring.
- Proven analytical and conceptual thinking, project management knowledge and skills and experience in using participatory tools and methodologies for assessment, implementation, monitoring and evaluation.
- Team player, self-motivated, ability to work with little supervision
- Understanding and experience of mitigating a range of risks
- Proven ability to communicate easily and readily verbally and in written form
- Good self-awareness
- Fluent written and spoken English

Desirable:

- Strategic thinking and planning skills
- Ability to evaluate and judge complex issues and identify critical issues to ensure an effective focus.
- Good understanding of, and commitment to, gender equity (particularly around poor women’s rights)
- Innovative and creative approach to problem solving

Key Behavioural 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 organisation 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 organisation.
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.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
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. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.