

Position Description

Position Title:	Program Manager – Disaster Risk Reduction (LANGOCA)	Oxfam Commitments
Job Family:	Program	OI Codes of Conduct
Supervisor:	Associate Country Director	Industry Codes
Location:	Vientiane Office with substantial travel	Equal Employment Opportunity
Contract Type:	Full -Time	Diversity and Gender Equality
Category:	3	Child Safe Codes
Date:	20 April 2012	Safety & Security, Travel and Health & Wellbeing

Context:

Oxfam Australia (OAus) has been working with rural communities in Lao PDR since 1989. We support communities in strengthening their resilience to and ability to mitigate the impact natural and manmade disasters. We work with local partner organisations and government bodies to help develop sustainable livelihoods, and to improve food security, especially for ethnic communities in remote rural locations. Specifically we are currently improving access to clean water, food, income, and healthcare in Vientiane, Salavan, and Sekong provinces.

Purpose:

The key focus of the role is to ensure high quality outcomes under the Disaster Risk Reduction (LANGOCA) project. The main project activities include improving capacity at village, district and provincial levels to better prepare for and mitigate the impacts of disaster, improving food security and health particularly through improved access to clean water. A key focus of Oxfam's work is to improve gender equity and increasing awareness of the risks of HIV/AIDS as a crosscutting theme throughout all project activities.

The Project Manager will be responsible for implementing the agreed annual plans:

- Support the management of effective and efficient delivery of project outcomes that meet beneficiaries' needs, funder requirements, country program strategies and organization priorities.
- effective monitoring, evaluation and reporting of the project; managing all components of program effectiveness.
- managing the project team and developing staff/partners' capacity.

This role reports directly to the Associate Country Director and is a member of the Senior Management Team. The Program Manager will have line management responsibilities for three to five staff.

Core Responsibilities:

Program Specialty

- Support district partners and teams for timely delivery of the project and ensure project activities are completed to a high technical standards
- Responsible for monitoring activities undertaken in line with the standards of the organisation and proactively seeks to monitor program through observation and data collection
- Responsible for the review of activity operational plans, policies and procedures

- Responsible for ensuring project activities remain relevant by ongoing assessment of community needs and any changes in context
- Coordinate with Humanitarian Coordinator in the event of a humanitarian response
- Support effective participation of women in the project and ensure gender outcomes are achieved
- Responsible for the identification and development of appropriate strategic partnerships to enhance project delivery and impact, and ensure effective partner engagement through partner appraisal, capacity building, and monitoring

Business Services

- Manage annual, six months, and quarterly action plans and budgets with teams and partners
- Ensure timely and effective monitoring, evaluation and reporting at activity, outcome and impact levels, including reporting to donors
- Responsible for providing guidance, direction, and mentorship to local project staff to ensure implementation of project activities
- Responsible for facilitating all necessary in-country project approvals
- Negotiate and monitor agreements with local counterparts while facilitating and implementing capacity building for local partners
- Participate and input into important policy and planning processes such as WASH, safety and security and other relevant disciplines
- Ensure compliance with all relevant Oxfam's policies, standards and procedures, in particular in relation to financial and staff management

Management

- Supervise team members based in districts and provide technical support on relevant professional area
- With support from the Program Quality Coordinator, manage the donor contract requirements and develop positive relationship with the donor
- Ensure the integration, implementation, and compliance of OAU's policy and procedure, e.g. Financial procedure, HR frameworks, and health, safety, and security policy,
- Make a positive contribution as a member of a Senior Management Team

Representation and Relationships

- Represent the work of Oxfam in country and foster effective relationships with Oxfam affiliates and key external stakeholders
- Build strong relationships with Government authorities at district and provincial levels, other INGOs and local civil society organizations working in the area
- Build strong relationships with visitors/volunteers, Oxfam staff, donors, and Oxfam Affiliates
- Act as focal point for information/experience sharing with and among NGOs on relevant issues

Professional Attributes:

- Ability to prioritise conflicting demands and work under pressure;
- Ability to facilitate conflict resolution through open communication;
- Ability to make autonomous decisions and uses sound judgment in the delivery of programs within organizational policy;
- Ability to manage remote teams;
- Lead by being example for the team members;
- Achieve results through collaboration;
- Personal/self responsibility;
- Commitment to social justice, gender justice, child protection and diversity awareness.

Skills and Experience:

- Relevant qualifications or skills in rural development, community development, project monitoring, evaluation and reporting, project management;
- Experience in successful partnership with local Government partners in delivering of project strategies in Laos or countries in South East Asia;
- Proven management and supervisory experience in motivating and leading multi disciplinary teams and stakeholders (internally/externally);
- Significant experience working with NGOs or INGOs in Laos or countries in South East Asia;
- Demonstrated leadership, management and coordination skills;
- Significant understanding of complex emergencies and crisis contexts.
- Strong budget management skills and sound numeracy skills;
- Experience in representing and communicating at a senior levels: Government, INGOs/international agencies and donors;
- Strong spoken and written English and sound ability to understand and speak Lao or Thai is an advantage;
- Sound understanding of managing and working under the local context is an advantage;
- Knowledge and commitment to adhere to the Red Cross and NGO Code of Conduct, Oxfam Code of Conduct, people in Aid Code of Good practice, Sphere relief standards, and child protection;