

Position Description

<p>Position Title: Climate Change Adaptation Program Manager</p> <p>Supervisor: Country Director</p> <p>Location: Port Vila, Vanuatu</p> <p>Contract Type: Fixed-Term (24 months) with possible extension</p> <p>Category: 3</p> <p>Date: April 2012</p>	<p>Oxfam Commitments</p> <p>OI Codes of Conduct</p> <p>Industry Codes</p> <p>Equal Employment Opportunity</p> <p>Diversity and Gender Equality</p> <p>Child Safe Codes</p> <p>Safety & Security,</p> <p>Travel and Health & Wellbeing</p>
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Context:

A desire for more effective, coordinated and collaborative work in supporting communities adapt and become resilient to climate variability and change in Vanuatu has resulted in a 2.5 year Climate Change Adaptation (CCA) program to be implemented by a consortia of national and international agencies. The program will support women, men and children build their adaptive capacity and implement and evaluate a range of adaptation initiatives, it will increase coordination and collaboration across the NGO sector and between NGO's, government and other stakeholders and ensure that the knowledge and experience gained through this program will be used to influence the policy and practice of others in CCA.

The program, funded by Australian Aid, has an overall budget of AUD\$2M. The consortia is comprised of Oxfam, as the lead agency, Vanuatu Red Cross, Save the Children, CARE, Wan Smol Bag, Vanuatu Association of NGO's (VANGO), GiZ/SPC and Vanuatu Rural Training Centres Association (VRDTCA). It is due to start in July 2012.

Job Purpose:

Oxfam was tasked by the consortia members to be the lead agency, supported by a program steering committee. The Climate Change Adaptation Program Manager is responsible for the effective delivery of the overall program and components that will be managed by Oxfam.

Overall program management includes program governance, partnership management and coordination, oversight of M&E arrangements and managing accountabilities to donors, government and other stakeholders, on behalf of the consortia.

The Program Manager will work with consortia members to establish and oversee common program standards and practice including technical CCA approaches and processes, monitoring and evaluation, downward accountability, gender and diversity and knowledge and information sharing. The role will broker capacity building across the consortia as required.

The program activities this role will oversee include the coordination of a national level climate change network, the participation in, and influencing of Government processes related to CCA and commissioning targeted research activities. This position will line manage a National Climate Change Officer and will provide mentoring and coaching to facilitate this person's professional development.

Responsibilities:

Program Specialty

- Lead the consortia in ensuring coordinated program planning, implementation, monitoring, evaluation, learning and documentation. Coordinate consortia meetings and communications on a regular basis
- Coordinate with consortia partners to ensure technically sound and appropriate approaches are in use in CCA community assessment and planning and implementation processes.
- Ensure the development and delivery of a common program monitoring and evaluation plan that is able to demonstrate impact. This includes coordination of program information and stories for external dissemination – both digital and text based.

- Develop and convene a national level NGO climate change network aimed at increasing collaboration across civil society and between civil society and government, donors, churches and academic institutions
- Provide an information brokering service for the wider climate change network members
- Collaborate with consortia partners to develop and disseminate policy and communication issues on climate change both within Vanuatu and internationally
- Ensure that gender is mainstreamed in all aspects of the program
- Manage donor relationships, including budget monitoring and report writing on behalf of the consortium
- Participate in appropriate professional development activities and maintain familiarity with current advances and developments in climate change.

Operations

- Manage consortia member relationships, including the contractual arrangements between Oxfam and Consortia members
- Manage the relationship with Australian Aid including ensuring all contractual obligations are met.
- Manage contractual relationships for commissioned areas of work
- Management of the consortium program budget and monitoring of the budget of the consortia members. Responsible for program commitments and expenditure in line with organisational and donor financial delegations.
- Ensure effective internal coordination between program and finance staff for the purposes of effective monitoring program initiatives.

Management

- Line-manage a national Climate Change Adaptation Officer and support their ongoing professional development using Oxfam's performance management framework.
- Liaise with point persons in each agency for the project for purposes of coordination, monitoring and technical support
- Monitor program and partner capacity building and learning needs, and provide or coordinate technical support, training and advice or other development opportunities for staff of the consortia members
- Undertake all job responsibilities in a manner consistent with all Oxfam HR policies and procedures, including Diversity, Equal Employment Opportunity and Occupational Health and Safety guidelines.

Representation and Relationships

- Provide the lead coordination role between the program consortium members.
- Represent the consortia and the Program, including: developing and maintaining professional networks and relations with related national and international agencies, donor agencies and other relevant organisations, including high level support to a national level climate change network.
- Manage relationships at the national level with the relevant government ministry and attend regular coordination meetings.
- Manage relationship with academic institutions.
- In consultation with consortium partners, seek opportunities for publication of research findings and manage all publication submissions.

Professional Attributes:

- Emotional intelligence and the ability to facilitate and lead a range of organisations to deliver a common goal
- Ability to effectively communicate, negotiate, motivate and influence a wide range of internal and external audiences.
- Ability to manage effectively, and lead and inspire individuals and teams to deliver results.
- Cross-cultural sensitivity.
- Strong analytical and decision making capacity
- Ability to recognise and manage personal stress and to support staff to manage their stress.
- A commitment to promoting diversity and gender equality.

Skills and Experience:

1. Minimum three years proven experience in designing and leading high quality programs in the field of climate change adaptation, rural livelihoods, disaster risk reduction or environmental management (or a related field), preferably within the Pacific Region.
2. Demonstrated and up to date knowledge of climate change science, it's current and anticipated impact on communities and best practice approaches to adaptation, preferably within the Pacific.
3. Experience in utilising participatory community assessment and planning methodologies.
4. Experience in convening and facilitating networks and successfully delivering collaborative programs
5. Experience in liaising with and influencing governments and donors.
6. Experience in integrating gender equity across all aspects of a program.
7. Experience in managing budgets, including external funding.
8. Management and leadership experience in a complex, multi-cultural environment, leading diverse teams and stakeholders (internal and external), including the development of capacity and skills of national staff.
9. Proven analytical and report writing skills.
10. Fluent written and spoken English. Knowledge of Bislama preferable.
11. Knowledge and commitment to adhere to the Red Cross and NGO Code of Conduct.

Travel:

The position is based in Port Vila, Vanuatu. Their role will involve regular travel to program sites of all implementing partners and frequent visits to rural communities - involving over-land 4-wheel drive vehicles, small boats and plane trips.

It is a condition of employment that staff abide by all agency security and safety protocols, policies and procedures and the Oxfam International Security Protocol.