

# JOB PROFILE

<b>JOB TITLE: Program Coordinator Turkana</b>	
<b>DIVISION/DEPARTMENT/LOCATION: INTERNATIONAL/HECA/KENYA</b>	<b>JOB FAMILY: Programme</b>
<b>LOCATION: TURKANA</b>	
<b>SALARY:</b>	<b>LEVEL: National C2</b>
<p><b>OXFAM PURPOSE:</b> To work with others to overcome poverty and suffering</p> <p><b>JOB PURPOSE:</b> To be responsible for the development, delivery and monitoring/evaluation of Oxfam’s program in Turkana and ensuring accountability to all actors including providing strategic input in longer-term and humanitarian strategies, leading Turkana management team and representation of Oxfam and influencing external stakeholders including (local) government, other agencies, local organizations.</p>	
<p><b>REPORTING LINES:</b>  <b>Postholder reports to:</b> ASAL Coordinator  <b>Staff reporting to this post:</b> Deputy co-ordinator, field business support manager, MEAL officer</p>	
<b>BUDGET RESPONSIBILITY:</b> yes	
<p><b>BACKGROUND:</b>  Oxfam’s operational programme in Turkana has evolved considerably over the last few years and incorporated significant interlinked sectoral elements (including provision of food assistance, cash based approaches, public health and improved access to water, livestock interventions, peace building and conflict mitigation and education) designed to respond effectively to emergencies, to support recovery and reduce vulnerability, including the recognition that there has been a long-term downward trend in livelihood resilience. Evidence derived from programme work and local contextual analysis are used at the district and national level to advocate for appropriate programming by other actors, greater levels of collaboration and lobbying for strengthened policy framework to redress historical imbalances in service provision and investment. Internally, these approaches also inform Oxfam’s global learning.</p> <p>The Kenya programme, seeking to link development, humanitarian work and policy influencing in order to maximise impact, is undergoing a strategic review, the outputs of which better align resources and approach across the spectrum of the drought cycle and under which a strategic framework of disaster risk reduction is endorsed. The overarching Kenya strategy (JCAS) has been approved in December 2011. During the first half of 2012 the specific ASAL strategy will be defined.</p> <p>In light of these changes the Turkana Programme will focus on the following areas:</p>	

# JOB PROFILE

- Operational and policy work on integrated disaster risk reduction, including drought management, complementarities of sectoral programme elements and building of key alliances;
- Capacity building within the district with communities, community-based organisations, local NGO partners, team members and Government Institutions;
- Active participation in and support to coordination structures including investing in contingency planning;
- Aligning programme activities and outputs to national strategy, including policy work
- Participation in key organisational initiatives, including evidenced-based learning gained through programme monitoring, evaluation and commissioned research.

The Turkana program will concentrate around a number of thematic areas namely WASH, livelihoods (including social protection and market based livelihoods development) and governance while giving a strong focus in all programming to achieving gender justice.

The Coordinator will be responsible for overall management of the program with a specific focus to program development, innovation, representation and advocacy and MEAL. (S)he will work closely with the Turkana based Deputy Coordinator who is responsible for the day-to-day program activities, the field business support manager who is responsible for HR, logistics and finance and the MEAL officer as well as with the ASAL Coordinator and the Nairobi based program advisors ensuring adequate planning, efficient use of available resources, maintaining coherence, integration and synergy across project components and ensuring contract compliance including the management of reporting requirements (internal and external).

## **DIMENSIONS:**

- Coordinates and delivers agreed plans or strategies over which jobholder has some strategic input.
- Represents the affiliate in coordination meetings and some external relationships
- Impact and influence of the job is mostly within the job holder's own program unit but occasionally also in other parts of the affiliate and/or with an external audience
- Usually plans and manages the resources of one or more sub-units though, not normally over a broad spectrum of programs or geographies
- Specific competencies and skills are required to achieve job's objectives
- Helps shape local level objectives within a specific team. In larger programs these jobs are often part of a management team.
- Their plans and objectives are developed to contribute to country, region and broader program strategy and can involve collaboration with other program unit or departments
- Management tasks are complex and non-routine within their specialist unit or function
- Requires the ability to analyse and communicate complex information to a wide audience
- Decision-making requires significant levels of judgement based on technical and management experience, generally actively supported by line management or the program team
- The focus of the role can vary but has well defined targets and/or minimum standards and is both proactive and reactive
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## **KEY RESPONSIBILITIES:**

1. Overall management of the Turkana program with a specific focus to program development, innovation, representation and advocacy and MEAL.

# JOB PROFILE

2. In close liaison with the Turkana team ensure compliance with donor requirements in procurement, financial management reporting and in line with Oxfam's internal procedures and minimum standards
3. In close liaison with the Turkana and Nairobi based teams and technical specialists support the proposal and project development in line with overall strategy
4. In collaboration with members of the field team to monitor the overall status of key environmental, social, economic and political indicators and participate in making recommendations for adjustment in strategy or project elements as necessary.
5. Ensure coordination between Oxfam and other organisations (particularly Government line ministries, other NGOs, the UN and The Diocese of Lodwar). In addition to support all programme staff to collaborate effectively in district initiatives as these align to Oxfam's ASAL programme strategy and strategic local and national alliances.
6. Ensure effective security management in line with Security Guidelines, Standard Operating Procedures and Oxfam's Security Policy.
7. To report regularly to the ASAL Coordinator through sitreps and progress reports and informally as required
8. To represent Oxfam with all key stakeholders in Turkana to promote pro-poor development in Turkana and effective coordination. Hosting and briefing visitors (internal and external) including donors and the media and commissioned research or technical inputs of external specialists.
9. Ensure proper monitoring, evaluation, accountability and learning within the program and dissemination of lessons learned/good practices outside the Turkana program.

## **SKILLS AND COMPETENCE:**

1. In-depth experience of managing development and/or humanitarian projects, at least 2 years must be within an NGO
2. Degree in Social Sciences or related field
3. Proven leadership and management skills, demonstrating an ability to communicate and delegate effectively within a diverse, committed and motivated team and ability to work independently as required
4. Proven ability to analyse complex external contexts, monitor change and translate into appropriate planning and action in line with a good understanding of Disaster Risk Reduction, and when necessary, ensuring appropriate application of standards in humanitarian response. Demonstrates ability to identify and implement opportunities for innovation
5. Ability to gather and apply lessons learned and to communicate this learning effectively.
6. Ability to support team members to develop their skills and make a greater contribution.
7. Ability to influence others for action, both internally and externally.
8. Able to plan and monitor the use of human and financial resources, including budget monitoring.
9. Excellent written and spoken English with proven liaison, negotiation, team working and reporting skills. Excellent communicator who leads in building relationships with key external and internal contacts
10. Experience in managing donor commitments

# JOB PROFILE

11. Demonstrated ability to work effectively and sensitively within different value systems and cultures.
12. Demonstrated experience of integrating gender and diversity into all project activities.
13. Self reliant and competent to work with significant levels of autonomy.
14. Commitment to Humanitarian Principles and action. Knowledge of the Sphere Humanitarian Charter and Minimum Standards a distinct advantage

## **Desirable**

15. Project design skills within innovative and integrated food security, public health and market-based livelihoods projects.
16. Experience of working with and an understanding of pastoral livelihoods and/or chronic vulnerability.

**Date of issue: January 2012**