## JOB PROFILE

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| **JOB TITLE:** Programme Manager Disaster Risk Reduction (DRR) & Climate Change (CC) | |
| **DIVISION / DEPARTMENT /LOCATION:** International/South  Asia/Pakistan/Islamabad | **JOB FAMILY:** Programme |
| **SALARY**: PKR 2,143,778 gross per annum | **LEVEL:** C2 National (Open Ended) |
| **OXFAM PURPOSE:** To work with others to find lasting solutions to poverty and suffering  **TEAM PURPOSE:** To achieve the DRR & CC objectives as outlined in Oxfam GB’s National Change Strategy (2009 – 2014).  **JOB PURPOSE:** The Programme Manager Disaster Risk Reduction (DRR) & Climate Change (CC) will provide strategic leadership, development activism, and operational management to this programme pillar, in delivering the vision of DRR & CC as given in the approved National Change Strategy (NCS) for the period 2009-2014.  In particular, the post holder will strengthen the credibility of the organization in the area of land rights and economic opportunities, and position the organization as a leading and influencing actor in these sectors in Pakistan. The position holder will also ensure effective integration of gender equality in the areas under this programme pillar, including facilitating creation of enabling environment for poor rural women to realize for themselves economic leadership role. | |
| **REPORTING LINES:**  **Post holder reports to**: Associate Country Director (Please note reporting lines could change as per changing programme context and scope)  **Staff reporting to this post**:  Programme Coordinator - DRR & CC; Project Officers – DRR & CC | |
| **BUDGET RESPONSIBILITY:** Programme budget of the DRR & CC programme pillar | |
| **DIMENSIONS:**   * Leadership to shape steer the programme pillar agreed vision as given in the NCS * Operational management of delivery of agreed strategies, priorities, and plans * External and internal senior level representation and coordination * Impact and influence, both within their own team, within the larger organization, and externally in the sector and public * Plans and manages programme pillar’s human, material and financial resources * Manages a broad spectrum of community-based programming covering significant scale and geographical spread, national advocacy, and campaigning * Leads engagement with public and private sector multiple stakeholders * Works as a member of the senior management team at the country level * Providing specialist advice or specific skills to team * Mentors and builds capacity of the team members in specific areas under he programme pillar * Management tasks are complex and non-routine within a specialized unit/function * Requires the ability to analyze and communicate complex information to a wide audience, internally and externally * Decision-making requires significant levels of judgment based on technical and management experience, generally actively supported within line management or the programme team * Role is variable with well-defined targets and/or minimum standards and is both proactive and reactive * To play active role in lobby and advocacy on issues related to programme pillar themes through personal and professional contacts, networks and co-ordination of allies * Takes lead role on fundraising efforts in DRR & CC and produces high quality programme design documents (strategies, proposals, concept notes) with large budgets * Provides lead on timely and quality reporting (financial and narrative) that demonstrate good accountability and compliance with both internal policies, procedures and systems and with donors’ | |
| **KEY RESPONSIBILITIES:** Operational Management  * Ensuring work plans for the pillar (thematic and geographical area specific) are developed in line with the approved programme strategy * Holding quarterly programme review and planning retreats to ensure work plans are followed adequately, phased budgets are spent and managed in line with the financial management systems, key lessons learned inform next quarter's operational plans, cross learning between different area and sector teams is facilitated, and finally to celebrate achievements * Ensuring appropriate technical assistance is provided to programmes and projects as well as to national campaigning and policy advocacy work * Overall supervision of the programme, campaign, policy advocacy and technical staff. * Support and manage project-based management tier to ensure that field-based operations are effectively managed and efficiently run. * Mentoring and coaching of staff as appropriate, ensuring that the long term development goals and change agenda of OGB are not subordinated to short term programme needs * Facilitate setting up of annual performance objectives, work plans and conduct periodic performance appraisals; ensure all team members have personal development plans * Hold regular one-to-one line management meetings and/or telecoms with distance reportees, document the decisions and ensure agreed actions and decisions are followed through * To ensure that targets as approved in the quarterly work plans are being achieved with minimum programme standards agreed with the team, partners and allies * Compliance with organisational systems, including responsible for quality and timely management reporting (financial and narrative) on monthly and quarterly basis * Lead building & maintaining mutually beneficial linkages between national campaign and the South Asia and global campaign on Economic Justice * Ensure compliance and controls environment is effectively managed by all team members, demonstrated through personal role modeling * Ensure key risk areas identified through annual audit of the country programme are managed well  **Programme Design**  * Steering and ensuring production of quality assessments, baselines, concept notes and proposals with budgets and LFAs * Steer coherence and joined up approach across the three strands of the pillar’s work to achieve greater impact and change * Ensure exit strategy and sustainability of the impact achieved through community-based programming as well as through national advocacy and campaigning   + Ensuring updated stakeholder analysis and donor scanning informs the programme design decisions and management judgments   + Guide team members in development, and periodic evaluation of implementation/operational strategies of community-based programming   + Proactively identifying and pursuing opportunities for programme development and growth for community-based disaster risk reduction programming * Support EJ Campaign Coordinator in pursuing opportunities for national policy influencing and advocacy, both for disaster risk reduction and climate change. * Develop and maintain relations with strategic actors of the sector, within and outside the country, so as to build strategic and operational level multi-stakeholder partnerships and alliances, and to ensure effective coordination * Lead innovation by piloting new approaches and models promoting community-based disaster risk reduction and climate change adaptation.  Monitoring, Evaluation and Learning (MEL) and Knowledge ManagementEnsuring a user friendly monitoring system, methodology, tools/methods, checklists, indicators, reporting formats are in place to track immediate results/outputs and impact/outcomes against planned initiatives of all three strands of the pillar’s work i.e. community-based programming, national campaigning and policy advocacyEnsure DRR & CC’s programme quality system is coherently joined up and well integrated with the overall country level MEL system to demonstrate bigger impact of OGB’s work at macro level, such that system is able to track specific contribution of DRR & CC pillar’s work in the bigger picture impactWhere necessary, ensure staff (and partners and allies) are supported to develop their understanding and appropriate skills and capacities to use the MEL systemPromote joint monitoring of DRR & CC’s work by DRR & CC and other pillar and support functions teams to ensure a joined up approach to tracking change and impact across the country programmeEnsure quarterly visits to assess immediate, medium and long term change and impact of DRR & CC’s work and provide feedback in relation to achievements, shortcomings, and recommendations for improvement at SeniorBuilding knowledge management and ensuring its dissemination e.g. through tracking and generation of evidence of impact of change model through collection of best/good practices, case studies, lessons learned to i) enhance programme quality and replication/scale up by other actors (government and non-government) and OGB, in Pakistan and outside; and ii) to demonstrate greater impact achieved through national policy work embedded in community-based programming.Facilitate timely communication between DRR & CC and other pillars & programme support functions, as well as with external stakeholders including donors, other development actors working in the areas of DRR & CC pillar’s priorities, and with various level of relevant public authoritiesFinancial Management and Budgeting  * + To prepare budget for the pillar on annual basis and contribute in annual budgeting exercise   + To monitor actual expenditures as provided by Finance against budget forecasts and phasing and keep track of budget variances   + To ensure overall programme cost effectiveness and efficient utilization of funds   + Responsible for ensuring financial management controls are effectively practiced at all management tiers of the pillar   + Applying and promoting budgetary transparency and accountability  Donors Contract Management and FundraisingAccountable for overall and day-to-day management of donors contractsProvide support to, and ensure capacity building of team members, partners and allies in developing their understanding and practicing compliance with the mandatory requirements of different donors as per the signed contracts with themWork closely with Programme Funding Manager in implementing funding strategy and in meeting fund raising targets for DRR & CCSupport manager in diversifying the donor base of DRR & CC pillar**Advocacy, Influencing and Representation**   * Support EJ Campaign Coordinator in steering and managing advocacy and influencing work, as part of the overall pillar’s strategy;. * Support EJ Campaign Coordinator in representation at professional and civil society networks. * Support EJ Campaign Coordinator in representing the programme to the national civil society and other stakeholders, including regional (south Asia and global level representation and influencing) to advocate organizational position on land rights and other related issues of priority under DRR & CC * Support EJ Campaign Coordinator through the scale and scope of community-based programming as well as quality and impact of all three strands of pillar’s work, build organizational credibility and strategic niche in the country  Country Management Team (CMT) As a senior manager of the country team, PM-DRR & CC is a member of the CMT, an advisory and decision-making body to support Country Director in all strategic management decision-making. | |
| **SKILLS AND COMPETENCE:**   * Post graduation degree in development studies or environmental sciences * At least 5 years experience in senior strategic level roles in development sector, preferably working on disaster risk reduction and climate change adaptation * Proven track record of working in a leadership position within a team structure * Demonstrable evidence of managing sizeable resources – people, budgets, material; including evidence of demanding high standards of performance and accountability while being fair in dealing with people and demonstrating through role modeling * Interest and ability to develop and mentor staff and teams * Passion and understanding of community-based disaster risk reduction and climate change adaptation. * Personal and professional integrity within the sector at national level * Ability to design and manage large country level, multiple locations programmes * Hands on experience of working with private sector for poverty alleviation and creating just and gender-sensitive rural economic growth * First-hand knowledge of the policies of government and position of key international actors in Pakistan and of policies and programmes relevant to DRR & CC pillar themes * Enthusiasm for driving innovation and taking risks * Proven strategic and implementation ability and strong conceptual and analytical skills * Well developed emotional intelligence * Self motivation and excellent time management * Well-developed representation, communication, coordination and inter-personal skills, including ability to link with other actors across a broad spectrum including national civil society, public duty holders, political leadership and international players * Experience with field based research * Previous work experience in sustainable livelihoods for small producers and/or small enterprise development * Excellent understanding and proven experience of financial management, budgeting, and budgetary control systems * Fluent written and spoken English * Proven knowledge of computerized system; high degree of computer literacy and word processing and spreadsheet skills * Ability to work with high degree of independence within a team, under pressure, prioritize well and commitment to meet deadlines * Ability to travel extensively especially to remote rural areas * Competent to work with significant levels of autonomy * Commitment to the core values of Oxfam * Commitment to Oxfam gender policies and code of conduct * Behavioural role model for peers and fellow team members * Diplomacy, tact and negotiation skills * Knowledge of personal strengths and weaknesses | |
| OTHER: This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussions with the post holder. The post holder will be expected to work to agreed objectives, which should facilitate the achievements of the key responsibilities in accordance with the Performance Review process | |
| **Date of issue:** September 2012 | |