

<b>JOB TITLE:</b> Asia Resilience Hub (ARH) Coordinator	
<b>DIVISION / DEPARTMENT / LOCATION:</b> <b>International/:</b> Any of the following countries: Philippines, Indonesia, Thailand, Bangladesh, Pakistan	<b>JOB FAMILY:</b> Programmes
<b>SALARY:</b> National pay scale	<b>LEVEL:</b> National D1
<p><b>OXFAM PURPOSE:</b> To work with others to overcome poverty and suffering</p> <p><b>JOB PURPOSE:</b> To provide coordination and knowledge management support to the Asia Resilience Hub.</p> <p><b>PROJECT DESCRIPTION:</b> In 2015, Oxfam established the Asia Resilience Hub (ARH), a region wide, cross-affiliate mechanism that will help implement Oxfam’s Asia Resilience Strategy for 2015-2020. It will do this by supporting improved technical capacity, cross linkages, knowledge and learning, leading to increase quality and growth of Oxfam’s resilience focused programming at country and regional levels.</p> <p>The ARH will be managed by a steering group that will oversee operations, coordinate knowledge management and learning and lead on the technical support functions. The ARH will also convene a region wide resilience community of practice (CoP), where staff from country, regional and global programming can come together to learn, share and coordinate on issues related to Oxfam’s resilience work in the Asia region.</p> <p>The ARH will be an autonomous group that reports to regional management structures within Oxfam. Management of ARH will be led by a Chairperson supported by a Steering Group.</p> <p>The ARH is looking for a Coordinator to support its operational functions for the July 2016-2017.</p>	
<p><b>REPORTING LINES:</b></p> <p><b>Post holder reports to:</b> Asia Resilience Lead (concurrent ARH Chairperson)</p> <p><b>Matrix relationships:</b> Knowledge Resilience Hub Coordinator and Alternate ARH Co-Chairperson</p> <p><b>Staff reporting to this post:</b> Short term consultants supporting national and regional activities/research</p>	
<b>BUDGET RESPONSIBILITY:</b> None	
<p><b>KEY RESPONSIBILITIES:</b></p> <ol style="list-style-type: none"> <li><b>Coordination, Communications &amp; Support Functions</b> <ul style="list-style-type: none"> <li>Support the ARH Steering Committee Group in the overall planning, coordination and monitoring of ARH work-plan for 2016-2017</li> <li>Respond to ARH related correspondence including requests for information sharing from Country Leads and Steering Committee Group.</li> <li>Coordinate and work closely on behalf of ARH with the Knowledge Resilience Hub</li> <li>Support the coordination of technical advisory support mechanisms, including tracking support requests,</li> </ul> </li> </ol>	

coordinating with ARH Steering Group members and monitoring progress of support functions.

- Prepare draft communications for internal and external audiences
- Provide coordination support to the research projects being undertaken by the ARH
- Lead on the coordination of ARH meetings and events, including the Asia Resilience Webinar Series, skype/telecons, face to face meetings and other learning events, including supporting participants/partners during regional activities.
- Support, participate in and take minutes of technical meetings, working groups and task teams.
- Maintain the ARH directory and calendar of events.
- Maintain good relationships with ARH partners, official authorities and other agencies, be proactive in ensuring that Oxfam develops and maintains a positive profile.
- Coordinate with country teams and other knowledge Hubs in the Asia region and globally for operational concerns and issues related to implementation of ARH activities

## **2. Knowledge Management**

- Maintain content on web based communications platforms including the ARH Sumus (internal intranet) Page, Dropbox and others as they develop.
- Support an open exchange of best practices/lessons learned between countries and regional offices,
- Produce and disseminate a monthly bulletin, and other updates as necessary, including strategic regional and/or country specific issues, KM scanning and updates on Resilience such as ARH monthly Knowledge Navigator
- Coordinate ARH specific funding proposals

## **3. Monitoring & Quality Management**

- Ensure effective management of the ARH Workplan such that the Workplan is implemented in a consultative, participative and gender sensitive manner and is monitored through ARH Monitoring Plan.
- Ensure appropriate documentation and safekeeping meeting minutes, outcomes and evaluations.
- Support the development and implementation of monitoring, evaluation and learning mechanisms for the ARH overall.
- Ensure that proper administration and logistics systems and procedures are followed in the procurement of goods and services

## **SKILLS AND COMPETENCE:**

- High level organisational skills
- Diplomacy, tact and negotiation skills
- Ability to work creatively, innovatively and effectively within multi-cultural teams and cultural contexts,
- Ability to work independently; a self starter who can work within a framework and with some support.
- Experience working within an international NGO, in particular working across different countries and/or regions.
- An understanding of issues related to resilience in the development contexts, which may include climate change adaptation, disaster risk reduction, agriculture and NRM.
- Above-average ability to communicate and facilitate multi-stakeholder, multi-level dialogue involving

governments, donors, national and international civil society organizations at all levels

- Excellent computer skills (Windows, Word, Excel, PPT, Internet and email), including the use and maintenance of internet-based information platforms.
- Ability to work, manage and coordinate with people at various GMTs using mostly ICT based platforms
- Ability to travel within the Asia region to accompany ARH Hub on face to face events
- Highly fluent in spoken and written English

**Date of issue:** May 2016

**Closing date of Application:** June 15, 2016