

PROJECT OFFICER

ASEAN RESILIENCE LEARNING PROJECT

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| Annual Salary and Benefits | - Competitive |
| Internal Job Grade | - D1 |
| Contract type | - Fixed term, 7 months |
| Reporting to | - Janice Ian Manlutac, Regional Change Lead-Building Resilience |
| Staff reporting to this post | - None |
| Locations | - Flexible in 6 ASEAN and covers 6 ASEAN Countries (Thailand, Philippines, Laos, Cambodia, Vietnam, & Myanmar) |

Shaping a stronger Oxfam for people living in poverty.

Team Purpose

To support the development and delivery of a regional learning project that contributes to the advancement of the ASEAN Declaration on the Institutionalization of Resilience and the delivery one of the elements of the AADMER Work Programme 2016-2020

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Project Description

The project seeks to strengthen community resilience in the ASEAN region, through peer-to-peer learning, and through this, to influence future ASEAN and Member State policy and practice.

At the community level, there is a need to further enhance the participation of local governments and communities, including women and other vulnerable groups in systematically assessing risks and prioritizing interventions for disaster risk reduction (DRR) and climate change adaptation (CCA)

This project aims to facilitate peer-to-peer learning among local governments, civil society organizations, research institutions and organized women's groups. Specifically it seeks to (i) identify and support existing mechanisms that facilitate peer-to-peer learning on different aspects of community resilience, (ii) collect good practices on strengthening community resilience (iii) develop a learning platform to share knowledge and research.

Key Responsibilities and Accountabilities

1. Coordination, Communications & Support Functions

- Support the Project Team Leader and Knowledge Management Specialist in project delivery especially in daily operations
- Support the Project Management Team in the overall planning, coordination and monitoring of P2P work programme
- Respond to P2P related correspondence including requests for information sharing from Country Focal Points and Steering Committee Group.
- Support the coordination of technical advisory support mechanisms, including tracking support requests, coordinating with Steering Group members and monitoring progress of support functions.
- Prepare draft communications for internal and external audiences
- Provide coordination support to the learning journeys, regional mapping and research projects being undertaken by the Project
- Lead on the coordination of meetings and events, including 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.
- With guidance from Project Team Leader, maintain regular communication and good relationships with DMHA and ASEAN Counterpart, ADB procurement officer, APG Country Focal Points & 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 P2P activities

2. Knowledge Management

- Support the Project Team Leader in designing roll out mechanism of the learning journeys in 4 focus countries
- Maintain content on web based communications platforms such as Dropbox for country teams to access.
- Support an open exchange of best practices/lessons learned between countries
- Support the KM specialist in the collation of 10 case studies which will be showcased with ASEAN and ADB
- Provide logistics and planning support in the conduct of 4 national workshops and 1 regional workshop

3. Monitoring & Quality Management

- Ensure effective management of the P2P Workplan such that the Workplan is implemented in a consultative, participative and gender sensitive manner and is monitored through P2P Monitoring Plan.
- Provide speedy response to queries from
- Ensure appropriate documentation and safekeeping meeting minutes, outcomes and evaluations.
- Ensure that proper administration and logistics systems and procedures are followed in the procurement of goods and services with special emphasis on ADB procurement system

Technical Skills, Experience & Knowledge

- Highly fluent in spoken and written English
- Diplomacy, tact and negotiation skills
- Ability to do conceptual thinking
- Ability to write quality communications/letters
- 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.
- Above-average ability to communicate and facilitate multi-stakeholder, multi-level dialogue involving governments, donors, national and international civil society organizations at all levels
- Highly fluent in spoken and written English
- 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 South East Asia region to accompany Project Team Lead for learning journeys and other face to face events

Key Behavioural Competencies (based on Oxfam's Leadership Model)

| Competencies | Description |
|------------------------------|---|
| Influencing | We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner. |
| Relationship Building | We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation. |
| Self-Awareness | We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes. |