



PROJECT OFFICER

Fostering an Inclusive and Shock-Responsive Social Protection System in Cambodia (FIRST) Voice for Change Program

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.

Internal Job Grade	D1 National
Contract type	Fixed-term for 1 year with possibility for extension
Reporting to	FIRST Project Officer
Staff reporting to this post	None
Locations	Cambodia
Annual Budget	XXXXX

Shaping a stronger Oxfam for people living in poverty

INTRODUCTION:

Oxfam is an international confederation of 19 organizations networked together in 97 countries. As part of a global movement for change, we are working together to end world poverty and injustice. We work with thousands of partners in countries around the world and employ staff in a wide variety of posts. We work directly with communities and we work with the powerful to enable the most marginalized to be improve their lives and livelihoods and have a say in decisions that affect them.

Working at Oxfam is so much more than just a job. As an Oxfam employee, consultant, or volunteer, you will join a team of dedicated and passionate professionals working to save lives, help people overcome poverty, and fight for social justice. Oxfam is putting women and gender equality at our heart of everything we do – we expected that the person who come for this post with the strong interest in promoting of women and gender transformative leadership.

JOB PRUPOSE:

Oxfam in Cambodia is looking for a dynamic person who have concrete knowledge/background with high ambition to support and work with Oxfam team for the successful implementation the Fostering an Inclusive and Shock- Responsive Social Protection System in Cambodia (FIRST). FIRST is a 3 years project is aiming to enhance more inclusive, rights-based and shock-responsive in design and delivery of social protection in Cambodia. The project will work very closely with the National Social Protection Council, government agencies, EU, UN agencies, and development partners. Additionally, the project will work with a variety of local CSO's, each with a large and direct outreach to specific target groups, such as Trade Unions, associations, other member-based organizations or NGO's with a community outreach. The Action will build more representative and effective civil society participation and consultation mechanisms related to social protection. It will contribute to improved monitoring and evaluation, as well as to more adequate policy development and delivery. FIRST Project Office will work under the direct supervision of the Project Lead in close collaboration with Oxfam program teams and in particularly Voice for Change team, business function team, consortium members and relevant key stakeholders to deliver high quality and high impact programming; and leverage our impact through leading and coordinating in collaboration with our local partners and allies at subnational, national and regional levels.

KEY RESPONSIBILITIES:

- Day to day support the Project Lead to liaison and communicate with the consortium members and partners in relation to the project implementation to ensure the project management compliance
- Facilitate and coordinate the appraisal, monitoring and evaluation of project and ensuring quality in line with the operational plan and project strategies and provides feedback to consortium member and partners based on observations from the field visits and dialogue with beneficiaries
- Provide administrative support to the project including logistical arrangements for the events and donor visit, and support to the project team on project implementation and management.
- Support the Project Lead in preparing reports for donors and related parties, in compliance with contractual timeframes, regulations and guidelines.
- Prepare periodic project progress/reflection with partners, support the partners to effectively plan the yearly action
- Keep track all the information and data relevant the target groups, project achievements, and lessons learnt.
- Work with the Financial Officer in monitoring the expenditures against work plans in line with Results Based Management principle and monitor the project budget and disbursements to partners.
- Conduct regular field visits monitoring and evaluation of the project activities which are implemented by consortium members and partners.
- Assist in capacity building of the SP4ALL members, project partners and target groups for the effective project implementation
- Assist the Project Lead support CSOs networking and alliance building relevant to the FIRST project, including among the SP4ALL platform
- Work with V4C program and Communication team for reach out activities and project feasibility both offline and online

SKILLS, EXPERIENCE AND KNOWLEDGE:

Essential and desirable:

- Bachelor's degree in a related field in Social Work, Development Studies (or equivalent work experience) with a minimum of 3 years relevant experience working in the development sector

- Concrete working experience in successful managing and implementing projects with multiple stakeholders)
- Concrete knowledge and working experience in social protection (social assistance, social insurance, labour market interventions), labor rights, research, and advocacy.
- Self-motivated and able to work with minimum support
- Good team player with good inter-personal skills and able to work collaboratively with a wide range of stakeholders
- Ability liaise effectively with partners and stakeholders
- Good written & spoken English and communication skills
- Able and willing to travel
- Knowledge and experience of promoting gender equity, and an active commitment to promoting the interests of marginalized people in all aspects or program work
- Commitment to Oxfam’s vision and mandate

Key Attributes

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women’s rights, and diversity for all aspects of development work
- Commitment to Oxfam’s safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible

Organizational Values

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences

KEY BEHAVIOURAL COMPETENCIES (BASED ON OXFAM LEADERSHIP MODEL)

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization 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.

Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, and Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organisational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.

HOW TO APPLY:

This post is opened on Oxfam recruitment website. For those who are interested in this post, please apply through the website <https://career2.successfactors.eu/career?company=OxfamNovibP> by **22th December 2021 at 5:00 pm Cambodia time**. Applications should include their updated CV and a covering letter, no more than two pages, stating their motivation for the post and how they think their experience would enable them to undertake this post.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED