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| **JOB TITLE: Livelihood & Food Security Programme Manager** | |
| **DIVISION / DEPARTMENT / LOCATION: International / West Africa / Niamey** | **JOB FAMILY: Programme** |
| **SALARY:** | **LEVEL: Global C1** |
| **OXFAM PURPOSE:**  To work with others to find lasting solutions to poverty and suffering  **JOB PURPOSE:**  In line with Oxfam Approach and with Oxfam Country Strategy, to develop and manage Oxfam Livelihood and Food Security programme in Niger and contribute in ensuring a strong linkage between Humanitarian and Development Programmes. This will include lobbying and advocacy at all levels in order to maximise impact. | |
| **REPORTING LINES:**  **Post holder reports to Associate Country Director – Oxfam GB Niger**  **Staff reporting to this post:** 2 staff | |
| **BUDGET RESPONSIBILITY:** Livelihood and Food Security Programme Budget | |
| **DIMENSIONS:**  **Scale of responsibilities & programme:**   * Overall management of programme * Partnership management (partners and donors) * Programme budget – restricted and unrestricted   **Scope & complexity of programme:**   * Programme development with an aim of integrating humanitarian and development aid and build up the resilience of vulnerable communities to shocks * Range of programme components – development of long term strategy, financial management, monitoring and evaluation, research and policy, advocacy / lobby * More than 1 donor; different countries and various partners   **Degree of risk/impact:**   * Strategically important to Oxfam - level of caution required in dealing with government officials and donors * Some likelihood of instability in areas of programme implementation in Niger * Impact on other programmes and on Oxfam Profile in the country. * Impact on programme strategy in the region, within Oxfam GB and Oxfam International | |
| **KEY RESPONSIBILITIES:**  **Delivery and implementation:**   * Overall programme management. * Programme design and planning to deliver country and regional components of Vulnerability Reduction Programme Implementation Plan. * Ensuring good partner coordination and management. * Deliver demonstrable impact through programme action, research work and lobbying action. * Ensure linkages of Food Security and Livelihood approach with humanitarian programmes with a view of building up an integrated and complementary approach * Proactively ensure that gender equity / Right to be heard issues are taken into account in all aspects of Programme. * To maintain effective working relationships with institutional donors and ensure that programmes are adequately resourced, engaging in fundraising where necessary. * To maintain effective working relationships with affiliates and others Oxfam in the region working on Livelihood, Food Security and DRR.   **Manage Oxfam GB’s risk:**   * Ensure that budget is drawn up for all activities, and that costs are kept within budget, providing a quarterly financial summary to the Regional Management Centre and quarterly analysis of trends. * Efficient management of Donor contracts and punctual reporting. * Recommend and approve Oxfam grants within strategic priorities. * Ensure that programme and project monitoring and reporting requirements are incorporated and met to a high standard.   **Communicating Oxfam’s work and contributing to the regional programme:**   * Represent and develop good relationships with Oxfam International, donors, official authorities and other agencies, be proactive in ensuring that Oxfam develops and maintains a positive profile. * To monitor policy and practice relevant to Livelihood and Food Security and to promote specific policy and practice changes, where relevant through national and international programmes of lobbying. * Actively participate in developing and implementing a regional programme, including participation in SCO teams. To keep informed of relevant programme issues in the country and Region also to contribute to wider programme learning. | |
| **SKILLS AND COMPETENCE:**  Essential   * Five years’ proven experience of programme management including multi-disciplinary approach and project cycle financial management. * Proven experience of managing effectively staff and leading teams towards a shared vision * Proven experience in the humanitarian sector and in managing humanitarian aid programmes * Excellent networking and representational skills. * Good understanding of West Africa context and trends in relation with Livelihood and Food security policy issues. * Analytical skills and ability to think strategically, including the ability to think beyond the Livelihood Programme context and to act within a National and regional framework. * Knowledge and understanding of Lobbying/Advocacy including policy work, networking and media work. * Work experience with NGOs, INGOs, grassroots organisations or development agencies on livelihood and food security related issues. * Excellent partner management skills, with a good understanding of partner development. * Capacity to draw out exit strategy plan for partner at the ground level. * Proven ability to work creatively, innovatively and effectively with limited direct supervision, and sometimes under pressure. * Knowledge and experience of promoting gender equity, and an active commitment to promoting the right to be heard of marginalized people in all aspects of the Pastoral work. * Programme monitoring and evaluation experience. * Awareness of policy debates relating to food security in Niger and the Sahel. * Commitment to participatory approaches and capacity building. * A high level of interpersonal and communications skills. * Proven experience as a team worker and demonstrably co-operative with members of other teams. * Excellent written and spoken French is mandatory. * Good written and spoken English | |
| **OTHER: Open Ended Contract**  Willingness and ability to travel frequently | |
| **Date of issue: 23/04/2012** | |

*This Job Profile is not incorporated in the employment contract. It is intended as a guide an should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with post holder. The post holder will be expected to work to agreed objectives in accordance with the performance review process.*