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| JOB TITLE: Regional Emergency Food Security & Livelihood Expert |
| **LOCATION:** International Division / Latin America and the Caribbean LAC**GUATEMALA** | **JOB FAMILY:** Programme Technical  |
| **SALARY: GBP 24,245- GBP30,853 net per annum** | **LEVEL:** Global C1 |
| **DURATION:** open-ended, accompanied |
| **OXFAM PURPOSE:** To work with others to overcome poverty and suffering**TEAM PURPOSE:** To act with poor people as a force for change in addressing the causes of poverty, suffering and injustice and alleviating their symptoms **JOB PURPOSE:** To develop and lead on Oxfam's EFSL work in the LAC region. This includes developing Oxfam’s preparedness and response capacity to humanitarian emergencies in LAC by coordinating EFSL components of emergency projects/programmes, and to assess and build EFSL capacity of Oxfam and partner staff, in line with regional and organisational objectives.  |
| **REPORTING LINES:** **Postholder reports to:** Regional Humanitarian Manager (RHM)Whilst on deployment in a particular country, the post holder may be managed by the Country Director/Programme Co-ordinator, or as designated.Matrix management with Regional Humanitarian Capacity Building Adviser (RHCBA) for relevant issues regarding capacity building.**Staff reporting to this post:** Whilst on deployment in a particular country, relevant project/project support staff in field location |
| **BUDGET RESPONSIBILITY:** £15,000 - £20,000 per annum |
| **DIMENSIONS:**1. May matrix manage staff in specialist disciplines, often from a distance, or project manage, including leading a small team in own specialism.
2. Main focus for developing and controlling stock and assets such as policy, tools and guidelines.
3. Objectives set with manager, mainly relating to the quality of programme work in specialism for project or programme and the implementing team.
4. Diverse and complex problem-solving, requiring professional knowledge field experience and an understanding of development and humanitarian work.
5. Problem-solving and analysis often involves difficult decision-making with no precedent, although difficult decisions taken with manager.
6. Advice and problem-solving often given over distance with limited information.
7. Information sources are diverse, ranging from academic research to data collection in programme and non-programme areas and often requires a judgement on credibility and accuracy of the information.
8. Work patterns are not routine and often high pressure.
9. Makes complex technical information accessible and usable by non-specialist.
10. Creates opportunities to develop work within a framework plan.
11. Knowledge required includes broad understanding of and their relevance to own specialism.
12. Experience of development and humanitarian work gained in professional work inside and outside Oxfam.
13. Decisions on programmes, especially if adviser involved in assessment, can be fundamental to whether a programme takes place, and its shape, size and quality.
14. Decisions in research and development – are important for Oxfam’s capacity for humanitarian response, and the profile of a particular aspect of policy work.
15. Impact is on department/Region and division in relation to SCOs, with direct influence on programme quality.
16. Impact on external policy and practice of other agencies and through advocacy and policy work on the international debate in relief and development.
17. Short, medium and long term planning is required in the context of changing priorities.(Long-term development of policy and practice for Oxfam programmes in own specialism.).
18. Contacts are with wide spectrum of clients, often external.
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| **KEY RESPONSIBILITIES:** * Lead on EFSL thinking, approaches and strategy in the region and support and advise countries on incorporating these in their programmes.
* Be part of relevant groups and networks at regional or global level to learn, share and influence
* Supporting the development and review of country contingency plans and preparedness
* Implement Oxfam and partner staff and other relevant stakeholder EFSL capacity gap assessment in coordination with RHCBA, work collaboratively with RHCBA on developing a capacity development plan with relevant activities and implement it. Capacity building activities could include, training, on-the-job-training, coaching, mentoring, simulations etc.
* Providing EFSL support, where required, to existing staff, local partners and institutions in emergency programming and emergency response.
* Undertaking research project work to document experience and build up institutional learning.
* Lead on establishing and driving a regional EFSL group and supporting regional register on ESFL related aspects.
* Be instrumental in programme systematizations and evaluations for programme learning purposes.
* Work with Regional Adaptation and Risk Reduction Adviser and Livelihoods colleagues on DRR integration in Livelihoods.
* Responsibility for recommending and managing the implementation of radical and innovative changes to country programmes.
* Responsible for regularly forward planning and implementing country and regional level EFSL programmes.

During emergencies the post holder might undertake a series of assignments of duration of up to 6 weeks, as requested by country teams, for which specific Terms of Reference will be negotiated and agreed with relevant parties prior to deployment and/or revised in the early stages of the deployment. This may include: * Participating in EFSL assessments of emergency situations in the region, reporting with recommendations and proposals for Oxfam's response, including recommendations on longer-term humanitarian actions integrating Disaster Risk Reduction.
* Coordination of EFSL components of projects/programmes including:
* Working in collaboration with PHP and PHE colleagues as appropriate to ensure the delivery of a cohesive, community focused programme
* Developing EFSL programme objectives, feeding into proposal and budget development.
* Recruitment of local staff, and management of relevant staff in line with Oxfam policies, ensuring that they have the necessary induction and training, and are supported and effectively managed against agreed objectives.
* Supporting quality and timely narrative reporting on EFSL activities to Oxfam and donors.
* Supporting and ensuring that the programme is implemented in a cost effective, consultative and participative manner.
* Developing and ensuring implementation of monitoring and evaluation systems.
* Ensuring that crosscutting issues (gender, protection, HIV aids, accountability) are incorporated into relevant programme design and implementation.
* Actively contributing and ensuring technical support to the field teams in all EFSL matters
* Building the capacity of Oxfam staff and/or partners during emergency response through one-on-one on the job training, coaching, shadowing etc.
* Coordination with project/programme team and country team to ensure relevant support to response activities and compliance with policies and procedures.
* Being instrumental in the development of an exit strategy and office/project closure and all related activities.
* Share End of Deployment reports with in-country manager, and RHM, including recommendations regarding in country’s capacity and possible actions regarding ongoing capacity building of remaining teams/partners.
* Representing Oxfam to and coordinating with relevant government officials, UN agencies, other NGO staff and Oxfam International, as appropriate at project/programme level.
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| **SKILLS AND COMPETENCE:** 1. A relevant post-graduate level qualification and broad and senior field experience in EFSL and sustainable livelihoods programmes in 3 different countries, preferably with non-governmental organisations and a good understanding of relevant humanitarian and policy issues. (E)
2. Proven practical experience and/or understanding of the relevant technical competencies required for the specific post in food security and emergency livelihoods related issues in humanitarian and development contexts. This includes food security assessment and surveillance, market analysis, cash transfer programming and food / non-food aid alternatives and livelihood support and knowledge of community based programmes. (E)
3. Good assessment, planning and report writing skills. (E)
4. Proven analytical and strategic skills. (E)
5. Theoretical knowledge and proven practical experience with capacity building issues, including capacity gap assessments, designing and implementing capacity building activities. (E)
6. Sound knowledge and ability to apply NGO/Red Cross Code of Conduct, the People in Aid Code, SPHERE, Oxfam International procedures and other regulatory codes. (E)
7. Knowledge and experience of integrating disaster risk reduction and preparedness. (D)
8. Knowledge and understanding of monitoring and evaluating programmes and capacity building activities. (D)
9. Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts. (E)
10. Excellent teamwork skills and the ability to build good relations both internally and externally. (E)
11. Demonstrable understanding and experience of gender equity issues and their relevance to humanitarian response work. (D)
12. High level of self-awareness and good communication skills. (E)
13. Ability to take the initiative and make decisions with limited support in fast moving environments. (E)
14. Good written and spoken English and Spanish (E)
15. Good written and spoken level of French. (D)
16. Previous experience with Oxfam GB. (D)
17. Previous experience in the LAC region. (D)
18. Understanding of development and relief issues and practice in a particular specialism.(E)
19. Training and facilitation experience.(E)
20. Conceptual and analytical skills.(E)
21. Team player but able to work independently and with self-motivation.(E)
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| **Other**: Willingness to travel at short notice often in difficult circumstances and availability to work for up to 6 weeks in any one location. |
| **Date of issue: 22/02/2012** |

***This Job Profile is not incorporated in 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 and following discussion with post holder. The post holder will be expected to work to agreed objectives in accordance with the performance review process.***