

DIGITAL RIGHTS ADVISOR

OXFAM IN AFRICA (OIA)

JOB DETAILS

LOCATION: Flexible in Africa Region; in any country with an Oxfam office/presence, with a preference for a Francophone country in West Africa. Subject to being able to establish a contract of employment directly or via hosting affiliate

CONTRACT TYPE:

Fixed-term

INTERNAL JOB GRADE: C1

DEPARTMENT and TEAM

Oxfam in Africa, Programme and Influencing Team

SALARY:

In line with Oxfam pay range.

HOURS (FTE): Full Time (subject to location)

FLEXIBLE WORKING

We believe flexible working is key to building the Africa Platform of the future, so we're open to talking through the type of flexible arrangements which might work for you.

COMMITMENT TO DIVERSITY AND INCLUSION

We are committed to ensuring diversity, equity, inclusion, and representation within our organization. We believe in equality of opportunity regardless of race or racial group [including colour, nationality, ethnicity, national origins], religion or belief, age, disability, sexual orientation, gender identity, marriage and civil partnership, pregnancy, maternity, and paternity.

DEPARTMENT PURPOSE:

Oxfam in Africa (OiA) embraces all the Oxfam stakeholders' entities (countries, clusters, advocacy offices and affiliates) on the continent and seeks to enable and enhance impact through collaboration and integration. The **Africa platform** will contribute to deliver Oxfam's impact and Influence in Africa. The plural and robust leadership team will represent the different Oxfam stakeholders in the continent. It will include the Oxfam in South Africa (OZA) Executive Director (as the only affiliate currently in the continent and the new ones will be included in due time), the Country Directors, SAF Cluster Director from the programmes in Africa who will be leading on specific themes / priorities within Oxfam in Africa and the Africa Platform Senior Leadership Team (SLT). There will be collaboration with the North Africa cluster specially on the influencing work but no direct management relationship.

TEAM PURPOSE:

The Programmes and Influencing team will guarantee the humanitarian response support to countries and cluster. This team will be assessing and promoting linkages with strategic partners. They will lead on the rights resilience and nexus agendas, transformative partnerships, as well as programme quality, learning and accountability. The director and their team will ensure that the Africa Platform works closely with and contributes

to Oxfam's worldwide campaigns, ensuring that Oxfam empowers people across the continent to take action on inequality, climate and gender justice.

The thematic leads in the programmes and influencing team will lead in many of the areas like climate change, gender, economic justice, digital rights and data justice, among others and will have competencies in these specific thematic areas linked to the global strategic goals and horizon themes. In addition, some roles will respond to the programmatic needs based on restricted income coming into the platform. Programme quality will also be a key area of support. Finally, the director and their team will foster strategic partnerships and alliances to deliver on mutual agenda to achieve influence and impact at scale.

JOB PURPOSE:

This role supports the advancement of a rights-respecting digital ecosystem that unlocks opportunity and addresses the impacts of digital technologies on equality, gender, social well-being, and civic space. The Digital Rights **Advisor** will drive the operationalisation of the strategic Digital Rights and Space Agenda in OiA, particularly in Francophone Africa. This includes: 1) supporting the digitalisation of existing Oxfam programmes, 2) the design of new, disruptive digital rights and space programmes and advocacy efforts, and supporting fundraising for them and 3) improvements to Oxfam's internal and external technology contexts for programs so that they are fit to support human rights in a digital age. The post holder will be responsible for supporting Oxfam programmes and projects in the region in the appropriate use of information and communication technologies (ICTs) for programme delivery and innovation, influencing on digital rights and data justice, and respecting and upholding the rights of the communities we work with. This will be one of the two key point persons in OiA leading discourse for digital rights at OIA regional and country levels and engaging in an internal global network of digital rights and Digital in Programs experts. It will support data-driven decision making and building out Oxfam's portfolio of approaches for using ICT for social accountability, transparency, and change-related initiatives in a rights-respecting digital ecosystem.

ROLE REPORTS TO	Program Effectiveness and Support Team Lead (line manager) Senior Global Program Manager, Digital in Programs (matrix manager)
ROLES REPORTING TO THIS POST	NA
BUDGET RESPONSIBILITY	tbc
NETWORKS WITH	Oxfam Digital in Programs Network, Oxfam Rights in a Digital Age Network, NetHope Africa Chapter and others

KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)

Program Development, particularly digitally enabled programming

- Conduct landscape analysis of countries in OiA to develop a baseline understanding of the ICT and digital rights context in terms of country infrastructure, digital regulation/governance, and staff / partner / participant capability.
- Support country programs and business development teams, particularly in Francophone Africa, in the design and development of concept notes, funding proposals, and budgeting for new digital and digitally-enabled programs.
- Identify opportunities to work with a diversity of French- and English-speaking partners, service providers, and private sector (including adoption of technology tools) to refine the operational regional

approach to further Oxfam's emerging Digital Rights agenda, in alignment with global and regional strategic ambitions.

- Serve as the technical lead in technology selection, development, accompaniment, and training on new digital tools and ensuring the digital rights of communities and partners we work with at the project level.
- Maintain up-to-date knowledge of existing technology-related tools (SurveyCTO, Mobenzi, Power BI etc) and approaches/policies like Oxfam's Responsible Program Data Policy and Oxfam's Rights in a Digital Age policy in use across the Oxfam programs in the Sub-Sahara region, and serve as a key resource for training in collaboration with other members in the confederation on these tools and mainstreaming their usage across OiA and the confederation.
- Collaborate with country and programme teams to initiate and/or strengthen digital tracking of work performance and results
- Work closely with other teams to design digital-based solutions to critical challenges affecting a wider population in Africa
- Coordinate and collaborate closely with Oxfam's Digital in Programs Network and Oxfam's Rights in a Digital Age Network to advance a rights-respecting digital ecosystem as part of our global strategic priorities

Strategic Initiatives

- Working closely with the Digital in Programs Network in OI and OiA, contribute to Oxfam confederation efforts to develop and monitor a digital rights strategy and operational plan
- Support a shift in thinking across the confederation in relation to increased usage of appropriate technology use and technology safeguards in programs; maintain knowledge and understanding of external trends and developments in the areas of digital rights and ICTs in Africa.
- In collaboration with the Digital in Programs Network and OiA, support thought leadership and communicate internally and externally the digital rights work going on in OiA
- In collaboration with the Digital in Programs Network, programme quality teams in OiA, support work on documentation of effectiveness, impact, proven practices, and lessons learned from delivered related projects. These will include, among others:
 1. Developing guidance and conducting training on ICT proven practices
 2. Supporting production of regular knowledge sharing materials (e.g., webinars, e-learning content) and dissemination of key information (e.g., human-interest stories, blogs, think pieces, factsheets, press releases, podcasts, infographics) to the digital rights community of practice, and other stakeholders; and
 3. Contributing to confederation proven practices by supporting and refining existing support materials and ICT & Digital Rights toolkits.

Networking and Representation

- Proactively identify, through engagement with peers and the wider digital rights community, new and emerging digitally-enabled solutions, processes, good practices, and methodologies;
- Research and identify possible technology companies/service providers for partnerships; support relationship building efforts;
- Represent Oxfam in wider public knowledge exchange forums on digital rights and ICTs when appropriate

Others

- Stay abreast of professional standards, trends and issues affecting this set of responsibilities, demonstrating continuous learning of the field;
- Be creative in supporting the development of practical ICT and digital rights approaches to Oxfam's unique, rights-based approach to programming;
- Be available for domestic and international travel (~25% of the time);
- Be available for occasional early morning and late evening calls, as the position is a core member of a distributed global team

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

Education

- Bachelor's degree in ICT (information and communications technologies), social sciences, digital rights, international development, or a related field. Equivalent relevant practical experience may be seen as a substitute.

Experience and Core Competencies

- At least five years of work experience in program support, project management, strategy development, and/or Digital Rights-related initiatives.
- Technical background in Digital Rights, with practical experience in the selection and deployment of digital technologies (including digital data collection, digital financial services, data analytics, etc.) to support development, advocacy, or humanitarian programmatic objectives.
- Knowledge of opportunities, challenges, and trends related to digital rights and ICTs in Africa.

- French fluency required to serve as key technical digital rights point person and provide technical support to program teams in Francophone Africa.
- Excellent verbal and written English to communicate effectively with Oxfam's distributed Digital in Programs Network.
- Demonstrated engagement with networks and stakeholders working on digital rights and ICTs.
- Experience developing and/or leading user trainings on digital technologies; experience communicating complex ideas in a simple way to customers of various levels of digital literacy.
- Strong interpersonal and influencing skills and confidence to negotiate with staff at all levels.
- Motivated self-starter, able to operate with little direction and on multiple, diverse fronts, with careful attention to detail; track record of problem analysis and creative or innovative problem solving.
- Experience working independently and as part of globally diverse and distributed team.
- Excellent project management skills, including the ability to prioritize and the drive to achieve results on time and on budget.
- An excellent understanding of and commitment to putting women's rights at the heart of our programming.
- Experience working in Africa to support programs and teams in the Sub Sahara region.

Preferred:

- Familiarity with cutting edge technologies (AI, blockchain, IoT, etc.) and emerging trends.
- Experience with program design for humanitarian/development initiatives.
- Experience developing fundraising proposals and budgets for ICT-enabled programs/projects.
- Experience of working independently and as part of globally diverse and distributed team.
- Familiarity with international development issues, agriculture, women's empowerment.
- Familiarity with influencing discourse in the development field.

The most relevant Oxfam Leadership competences for this role:

- Self-Awareness
- Mutual accountability
- Systems Thinking
- Enabling
- Listening

SAFER RECRUITMENT

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 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. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.