

COUNTRY DIRECTOR GHANA

JOB DETAILS	
LOCATION: Accra - Ghana	CONTRACT TYPE: FIXED TERM (2 YEARS RENEWABLE)
INTERNAL JOB GRADE: Oxfam International Country Director B2	DEPARTMENT and TEAM Oxfam in Africa (OIA) and Oxfam in Ghana
SALARY: Accompanied position In line with Oxfam international's pay range. Core benefits. Global benefits for internationally relocated candidates only.	HOURS (1 Full Time Equivalent) Working hours are subject to the location
FLEXIBLE WORKING We believe flexible working is key to building the Oxfam 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 and gender equality within our organization.	
DEPARTMENT PURPOSE: Ghana is part of Oxfam in Africa (OIA). 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. Oxfam in Africa will 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: Oxfam in Ghana tackles the root causes of social and economic inequalities and unaccountable power that violate human rights and drive poverty, injustice, and environmental destruction. This will be achieved by working together with people and partners to address the systemic barriers fuelling inequality and poverty. Oxfam in Ghana commits to act as a safe, feminist and partner-led International NGO. We will work in contexts where we can have the greatest impact, channelling our resources to work in solidarity with allies and partners, to shape transformational programming and influencing at scale.	
JOB PURPOSE: To represent Oxfam in country and network with a wide range of stakeholders in order to promote and help achieve Oxfam's vision. Work with partners and within the existing strategic framework, to strategically lead and direct the country team to develop and manage high-quality, cost-effective programmes which will achieve the stated outcomes and impact of the country strategy and national development goals.	

The position is accountable for the delivery, effective management (which includes budgets and planning), monitoring and evaluation, and learning from the programme.

ROLE REPORTS TO	Oxfam in Africa Deputy Director
ROLES REPORTING TO THIS POST	1. Deputy Country Director - Programmes and Policy Influencing Lead 2. Organisational Development and People Manager 3. Business Development Manager 4. Finance and Operations Lead 5. Programme Effectiveness Manager 6. Communication & Media and Public Engagement Coordinator – Matrix
BUDGET RESPONSIBILITY	Approximately GBP 4 million per annum (may vary depending on humanitarian response).

Key Responsibilities and Accountabilities

- Provides strategic leadership and management of Oxfam's program in country including all development, and humanitarian programming to maximise Oxfam's influence and impact.
- Accountable to the Oxfam in Africa, Deputy Director for the delivery, effective management and monitoring, evaluation and learning of the programme against the annual budget and plan.
- Accountable to the Country Governance Group (CGG) for strategic oversight, programme accountability and affiliation process where appropriate.
- Assess and respond as necessary to changes in the external environment and/or to the emergence of new evidence arising from programme reviews.
- Contribute to raising the profile of Oxfam within the country, strategically networking with government agencies, donors and other international agencies with a presence in the country, using the media as appropriate and facilitating an understanding of Oxfam as a development organization.
- Ensures overall leadership of disaster preparedness, mitigation and management including humanitarian response activities for Category 1 / 2 / 3 emergencies.
- Manages the Country Leadership Team and Line manages the work in the country: staff, budget, funding, and program.
- Ensure that the HR Management in the Country is in line with Oxfam Human Resource Policies and procedures, including but not limited to the Code of Conduct, Safeguarding, Security and Health and Safety.
- Manage and lead the country team within a clear performance management framework, promoting a culture of high performance, continuous improvement, positive communication and teamwork.
- Ensure good management practice is continued at all levels within the country Office and is evidenced in all aspects of people management, including but not limited to recruitment, effective planning and implementation of individual development plans to optimise team performance, coaching, disciplinary action, terms and conditions of employment, implementation of all relevant staff policies.
- Be accountable for the financial management of the country operation (programme, project, office) and ensure expenditure stays within forecast.
- Ensure the required financial controls are in place and are implemented as required by Oxfam financial framework.
- Ensure operations are cost effective and that there is a team culture of cost effectiveness
- Be accountable for the quality of outputs delivered by the country team including reports, forecasts, proposals, monthly accounts etc
- Creates and supports an environment which results in transformative partnerships, government relations, knowledge sharing and innovation.
- Takes the lead in representing Oxfam and the country programme nationally and globally.
- Builds influential relationships and is committed to developing networks for impactful change.
- Works with the Country Governance Group (CGG) to ensure that appropriate strategy is created to seek out and maintain new funding sources to support program implementation.

- Accountable for all donor relations and contract management in country.
- Working closely with other affiliates with strong interest in the country to develop and deliver high quality programmes.
- Play an active role in drawing on learning from across Oxfam and external sources and sharing evidenced based learning with others.
- Contributes individual and country learning/ experience into broader organisational learning and policy development.
- Responsive to requests to provide input and support on regional and organisational priorities.
- Accesses and uses shared services appropriately and responsibly where applicable.
- Ensure compliance with the INGOs operating requirements as per the Ghana laws and guidelines.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International 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):

2. 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

Competencies

- Self-Awareness
- Relationship Building
- Influencing
- Strategic Thinking and Judgment

Technical Skills, Experience & Knowledge

Management and Leadership

- A high degree of self-awareness and an understanding of how to drive and support excellent team performance and individual development in line with Oxfam’s values and policies.
- Proven track record of leading and motivating multi-disciplinary, geographically remote teams and operations across several locations

- Significant senior leadership and management experience in the development and delivery of programs, external relations, and humanitarian strategy, with and through partners or directly, in one or more challenging locations.
- Experience of managing complex change processes and relationships involving a wide range of both internal and external multi-cultural stakeholders across a variety of disciplines and geographical areas.
- Demonstrable understanding of both long-term development, resilience and humanitarian contexts and application of humanitarian principles.
- Proven track record of success in representing an organization with partners, government agencies, private sector organizations, media, and donors at senior level: nationally and globally.
- Proven track record of strong relationship building with government leaders and agencies.
- Proven track record of success in influencing.
- Excellent written and verbal communication skills to motivate, influence and negotiate.
- Finance and Funding
- Ability to maximise fundraising from diverse institutions, both local and international.
- High level financial and asset management skills to steer the operational budget across several locations.
- Representation and Communication

Strategic Analytics

- Ability to manage the development of, and contribute to, the high-level analysis of factors driving poverty, marginalization, and vulnerability in developing country contexts. The ability to 'think politically' understanding motivations, pressures, power dynamics and challenges faced by colleagues, partners, decision makers and other actors; and the ability to generate effective strategies to influence them.
- Proven analytical skills, with the ability to be:
 - Able to take and manage calculated risks based on evidence-based assumptions.
 - Able to think strategically, to maximise adaptability and agility
 - encourage forward thinking, new ideas and learning from experience beyond the country program context while acting within a global framework
- Good level of IT literacy and an understanding of how new developments in technology can positively contribute to the aims of an INGO

Risk

- Experience of managing security, risk, and legal compliance within an INGO context
- Proven track record of making sound judgements in uncertain and pressurised situations.

Values

- Committed to a rights-based approach including an active commitment to putting women's rights at the heart of all we do as well as the rights of other marginalized people in all aspects of an organization's work.

Travel

- Ability to travel away from home, often to remote programmatic sites within the country (up to 30%)

Languages

- Proficiency in English.

DESIRED

Behavioural competencies (based on Oxfam's Leadership Model)

Competencies

- *Agility, Complexity, and Ambiguity*
- *Decision Making*
- *Change Management*
- *Humility*
- *Decisiveness*
- *Listening*
- *Mutual Accountability*
- *Vision setting*
- *Enabling*

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.*