



**HEAD OF HUMANITARIAN  
Oxfam in Africa**

**Closing date: 24<sup>th</sup> October 2024 @23:59 GMT/BST/EAT**

**Location:** Flexible in Africa Region. Any country with an Oxfam office/presence, Subject to being able to establish a contract of employment directly or via hosting affiliate.

**Contract:** Fixed term – 4 Years

**Internal Job Grade:** B1, International

**Salary:** In line with Oxfam pay range

Oxfam International is unable to guarantee the obtaining of a work permit for the role. Candidates must already have and be able to retain the legal right to work in the location where they are based. We are not able to support the relocation of a candidate to take up the position in an Oxfam location.

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

## The Role

The **Head of Humanitarian** will be sitting in the SLT to ensure decision-making readiness in all humanitarian matters. This position will provide leadership to ensure, with the team, that Oxfam and its partners are both ready and able to respond to humanitarian crises in a timely, proportionate, and professionally competent manner, wherever and whenever they occur in the Sub-Saharan region of Africa, will support the launch of responses, scale-ups and implementation. The role will also contribute to humanitarian influencing and practicing LHL agenda and delivering on global commitments. This role will be the link with the Global Humanitarian Team and affiliates and will work towards ensuring the adequate humanitarian capacity is available in Oxfam in Africa, with special focus in the countries. The team will be at service to SAF Cluster and Country Offices for any support to ensure right level of preparedness, meeting global humanitarian standards and Oxfam humanitarian mandate across Africa.

This role reports to the Programmes and Influencing Director for Oxfam in Africa.

## What we're looking for

We are looking for a dynamic, charismatic and credible team player with the following:

- Proven strong experience of managing humanitarian response work in a range of environments – including field-level management of complex humanitarian response programmes and all phases of the project/programme cycle.
- Commitment to the Humanitarian Imperative with demonstrated abilities in crisis management and the coordination of rapid humanitarian responses.
- Demonstrable skills in gender analysis in humanitarian response or preparedness programming, and a clear understanding of the practical significance of gender issues in humanitarian environment.
- Demonstrable experience of policy development in relation to humanitarian response work.
- Experience of identifying training needs and coordinating training implementation.
- Demonstrated facilitation and coaching skills.
- Demonstrated ability to think strategically, a high level of analytical skills.



- Demonstrated financial management skills.
- Ability to manage competing demands and produce results under pressure.
- Willingness and ability to travel frequently
- Strategic individual with the ability to engage with key stakeholders to develop a compelling vision, while at the same time a pioneer in setting up operations.
- Ability to strengthen and execute the vision with their own team of professionals, country teams and with other stakeholders (affiliates and partners in Africa and other Oxfam entities like the GHT) coordinating and overcoming barriers when things become 'stuck'.
- Agile and engaged, with demonstrated strong and coordinated leadership.
- Ability to handle complexity, unpack it, and dive deeper with positive enquiry skills to explore blockages.
- Ability to engage in the most appropriate way, demonstrating deep listening to facilitate understanding of messages.
- Strong influencing skills – engages and collaborates, with cultural and interpersonal sensitivity.
- Excellent written and verbal communication across a range of audiences; fluency in English and French is required and other languages.
- Training in Disasters Preparedness/Emergency Response (desirable)
- Excellent communication skills, both written and verbal in English and French (bilingual).

### What we offer

At Oxfam, we believe that every aspect of our work can lead to a positive outcome. If you have the same opinion, together with the ability to meet the challenges involved, this role offers scope for immense personal fulfilment – as well as outstanding opportunities to develop your career. Oxfam is committed to providing a fair compensation package based on a 36-hour work week.

### How to apply

Please upload an up-to-date CV and a covering letter, clearly explaining your **suitability against the essential criteria in the [Job Profile](#)**. Please [Click Here](#) to submit your CV and Cover letter.

**Kindly note that only shortlisted candidates will be contacted- usually within 2 weeks of the closing date.**

### About us

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like land rights, climate change and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 21 organizations (affiliates) plus the Oxfam International Secretariat, working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

Oxfam in Africa (OiA) is a continental platform overseeing country offices in Africa and working with civil society organizations, academics, governments, and private sector, to create a more equal Africa by challenging power structures that perpetuate inequality and injustice. In doing so, Oxfam in Africa provides dynamic thought leadership and a space to collaborate with its partners. Oxfam in Africa plays a leading role in supporting and empowering local communities, promoting gender equality, advocating for policy changes, and building the capacity of local civil society organisations.

All our work is led by our core [values](#): Empowerment, Accountability, Inclusiveness, Courage, Solidarity and Equality.



### **Our commitment to safeguarding**

**Oxfam is committed to preventing any type of unwanted behavior 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.**

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam International Secretariat also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, if a job applicant has been employed by another member of the scheme, we will request information from that organization about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedure.