



OXFAM

**INCLUSION PROJECT MANAGER
MEKONG REGIONAL WATER GOVERNANCE PROGRAM**

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 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.

Shaping a stronger Oxfam for people living in poverty.

Position	Inclusion Project Manager
Reporting to	Mekong Water Governance Program Manager
Annual budget	Over one million AUD
Number of partners	Over 20
Staff reporting to this post	5 direct 4 matrix
Location	Phnom Penh, Cambodia
Contract Type	2 years, with possible extension
Category	National Category, C1
Start Date	1 st October 2021

CONTEXT

Oxfam is an international confederation of 19 organizations networked together in 97 countries. As part of a global movement for change, we are working together to end world poverty and injustice. We work with thousands of partners in countries around the world and employ staff in a wide variety of posts. We work directly with communities and we seek to influence the powerful to enable the most marginalized to be improve their lives and livelihoods and have a say in decisions that affect them.

Working at Oxfam is so much more than just a job. As an Oxfam employee, consultant, or volunteer, you will join a team of dedicated and passionate professionals working to save lives, help people overcome poverty, and fight for social justice. This project is a second phase of an earlier project. It will involve working closely with consortium partner staff in Oxfam and International Rivers.

THE MEKONG REGIONAL WATER GOVERNANCE PROGRAM

Oxfam has been implementing the Mekong Regional Water Governance Program in the Mekong region over the last decades. The governance of water resources is of critical importance to the future of the Greater Mekong region, which covers Cambodia, Thailand, Lao PDR, Vietnam, Myanmar and China (Yunnan Province). Decisions over how the water resources are developed, managed and shared will influence whether growth will be inclusive and equitable, or will further marginalise millions of people.

The Mekong Water Governance Program aims to have more inclusive, equitable water governance that reduces the impact of climate change and increases social accountability to citizens in the Greater Mekong region. The program envisions that communities living in the Mekong and Salween River basins are able to realise their right to sustainable livelihoods.

The Mekong Inclusion Project has been funded by the Australian Department of Foreign Affairs and Trade (DFAT) since 2014 and implemented across five countries in the Lower Mekong and Salween River basins. Building on the achievements gained through the IP-1 project, the second phase of the

Inclusion Project (2020-2024) aims to bring more sustainable livelihoods to riparian communities through access to river resources and the environmental services they provide. The Inclusion Project 2, is jointly delivered by Oxfam and International Rivers. The project has three key domains of change:

1. Social inclusion, Gender equality and women's leadership
2. Civil society engagement and networking
3. Government and the Private Sector

The program aims for regional impact and has partnerships and collaborations at country, regional and institutional levels. It is managed by the Mekong Project Management Unit (PMU) based in Oxfam's regional office in Cambodia, and by International Rivers staff based in Thailand.

This work seeks to influence changes at the community and civil society level, as well as changes in policies and practices at the national and trans-boundary level regarding water resource governance and sustainable energy.

JOB PURPOSE

The Project Manager is responsible for the management and delivery of all work under the IP2 project. The Project Manager will work closely with the project team comprising members from Oxfam Mekong country offices and International Rivers Southeast Asia team in coordinating work across different component areas contributing to the three key domains of change. S/he will play a lead role in facilitating strategy development with partners and networks, building partners' capacity in effective advocacy and influencing approaches, overseeing Gender Equality Disability and Social Inclusion (GEDSI) in water governance and working with partners and networks to influence targeted regional and national actors on priority water governance and sustainable energy issues in accordance with strategic priorities.

CORE RESPONSIBILITIES

- Provide strategic direction to ensure IP2 delivers on its objectives that water governance processes at the national and regional levels in the Greater Mekong Region are more inclusive of civil society, women and marginalized social groups.
- Ensure gender equality and social inclusion, are mainstreamed into the program design and implementation.
- Provide oversight and close coordination with consortia partner and Policy lead on Private Sector engagement works and policy influencing in water and energy governance
- Provide leadership and direction to the project team in the Consortium, comprising Oxfam and IR in the Mekong countries (Cambodia, Vietnam, Myanmar, Lao PDR, Regional) and engagement with Oxfam Australia to build strong project synergy and coordination. This includes chairing the Partnership Group meetings, held quarterly.
- Support the implementation of a robust Monitoring, Evaluation and Learning (MEL) framework for IP2 and ensure that the MEL framework is embedded in the project cycle.
- Ensure regular high-quality documentation of project learning and achievements for a variety of audiences and stakeholders.
- Provide oversight, technical support and advice to the core team in their work with key partners and stakeholders in the focus areas of the program
- Ensure that regional and national policy influencing work is culturally and politically sensitive, informed by and linked to Oxfam's and IR's work with civil society and communities.
- Lead the project, inclusive of tracking progress, budget planning, oversight and monitoring, grant and contract management.
- Ensure quality assurance and consolidation of Oxfam PMU and Oxfam Country Office narrative and financial reports and provide reports in a timely manner to the Steering Committee, Oxfam Australia, and submit to donors, as required.
- Ensure external representation of the project with government officials in the Mekong, donors, and dialogue partners, and key actors in water governance or related fields.

BUSINESS SERVICES

- Develop and manage project budget, including monitoring and reporting.
- Ensure support is provided to Inclusion Project 2 staff and partners in all aspects of the project cycle.
- Maintain oversight of grant disbursements and other contractual aspects of the program and ensure narrative and financial reports meet Oxfam and donor requirements.
- Manage and ensure the integration and compliance of Oxfam's policies and relevant sector codes of good practice.
- Monitor the IP2 Ways of Working document to ensure effective operations of the project.
- Monitor the Oxfam Project Agreement and recommend amendments to ensure its effectiveness
- Ensure implementation and adherence to the Service Level Agreement with Oxfam in Cambodia

MANAGEMENT

- Manage the project staff (direct and matrix) consistent with Oxfam's management standards
- Coordinate delegated accountabilities for project risks and reports
- Contribute to the implementation and compliance of Oxfam administrative, health, safety and security policies and frameworks.
- Accountable for the line management of the project and accountable to the Mekong Regional Program Manager and the Inclusion Project Partnership Group.
- Provide guidance and support to consortium staff in relation to matrix management arrangements for IP2 project staff.

REPRESENTATION AND RELATIONSHIPS

- Within the Inclusion Project Steering Committee, represent the project to DFAT and other donors
- Serve as the chair of the IP2 Partnership Group
- Serve as a core member of the Inclusion Project 2 in the Mekong PMU team.
- Represent IP2 in relevant external meetings
- Build networks and collaborate with local and international organizations, private sector actors
- Participate actively in wider organizational development and change processes and teams.

JOB REQUIREMENTS

Key Selection Criteria

- At least 10 years of experiences managing complex regional project, preferably with background in the transboundary natural resource related projects.
- Advanced knowledge and experience in water governance issues in the Mekong region; including GEDSI, hydropower, sustainable energy, fisheries, water pollution and transboundary river basin management
- Coordination and facilitation skills in working with civil society partners and networks and private sector actors
- Experience conducting stakeholder and power analysis and developing policy and advocacy strategies to influence decision makers
- High level of skill in representation, liaison, negotiation and networking with different internal and external stakeholders on policy issues, including civil society, government and the private sector
- Research, documentation and analysis and written and oral communication skills in English (and Mekong language competency preferred), and experience producing evidence-based policy recommendations, policy briefs, reports and communication materials tailored for specific audiences.
- Experience and ability to work in a cross-cultural setting, with in-depth knowledge of Mekong regional development key institutions and actors, and ability to operate within politically sensitive environments

- Experience promoting gender-responsive and socially and environmentally responsible business practice by private companies
- Leadership skills and the ability to motivate others, take initiative and have the capacity to work as a member of a team
- Relevant computer skills, including experience in using project management software tools, PowerPoint, Word and Excel.
- Candidates from the Mekong region are encouraged to apply.

SKILLS AND EXPERIENCE

- Extensive experience in cross cultural project management at a senior level.
- Experience with an international NGO, including leading the successful delivery of a large complex project
- Experience managing consortia projects at a regional level, desirable
- High level capacity and experience in managing multi-year, large budget, complex projects
- Experience in distance and matrix management
- Experience in leading strategic planning and implementation
- Technical skills in water management, renewable energy or a field of relevance.
- Excellent facilitation skill, facilitated learning process and communication and coaching skills.
- Proven analytical and decision-making skills in a challenging context.
- Experience working in environments with political sensitivities
- High level financial management skills and able to understand and explain budget and financial reports
- Relevant computer skills, which include experience in using project management software tools, PowerPoint, Word and Excel
- Excellent written (including report writing) and oral communication skills in English, Mekong language competency preferred.
- An ability to undertake significant travel to support program teams and partners in multiple countries, and to join field-based work.

ORGANIZATIONAL VALUES AND ORGANIZATIONAL CULTURE

- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions.
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen.
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences.
- Organizational culture of Cambodia is feedback, can do attitude and walk the talk. Staff should adhere to these organizational cultural values to collaborate and contribute to the wellbeing of the organization.

KEY BEHAVIORAL COMPETENCIES (BASED ON OXFAM'S LEADERSHIP MODEL)

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Humility	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not

	concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Agility, Complexity, & Ambiguity	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support.

TRAVEL

Extensive travel within the Mekong region and occasional travel outside the region. In COVID-19 times, this travel expectation will translate into extensive need for virtual meetings with staff, partners, relevant institutional representatives from government and multilateral entities, and allies across the region.

How to apply:

For those who are interested in this post, please apply through Oxfam recruitment website: <https://career2.successfactors.eu/career?company=OxfamNovibP>

by July 26, 2021 at 23:59 ICT.

Only short-listed candidates will be contacted.