JOB TITLE: REGIONAL DIRECTOR ASIA

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| JOB DETAILS |
| **LOCATION:** Any country where Oxfam has an office or presence in Asia | **CONTRACT TYPE:**  Fixed Term, 4 years |
| **INTERNAL JOB GRADE:** A  | **DEPARTMENT and TEAM**Global Programs Department, Asia Regional Platform |
| **SALARY:** In line with Oxfam international’s pay range. Core benefits. Global benefits for internationally relocated candidates only. Accompanied position | **HOURS (FTE)** Subject to Location |
| **FLEXIBLE WORKING***‘We believe flexible working is key to building the Secretariat of the future, so we’re open to talking through the type of flexible arrangements which might work for you. We think this role would work particularly well as a as fully or partially home based’.* |
| **COMMITMENT TO DIVERSITY AND INCLUSION** We are committed to ensuring diversity and gender equality within our organization. |
| **DEPARTMENT PURPOSE:** The strategic purpose of the Global Programs department is to • Lead on Oxfam´s programming worldwide, ensuring One Program and nexus approach, influencing and humanitarian capacity in Countries and Regions • Network our evidence and knowledge for impact • Ensure institutional funding strategy and coordination • Support countries and regions in programme quality, safe programming, change management, security, and crisis management • Facilitate coordination and planning between the different actors in the diversified network to ensure maximum income, influence, and impact of Oxfam´s programs • Lead on 2030 model and presence transitions in countries and regions • Line manage Oxfam’s countries and regions**TEAM PURPOSE:**Oxfam has undergone a period of transformational change towards a more interdependent network. In Asia, the regional strategy is future-oriented and driven by a transformative approach to partnership; knowledge, learning and thought leadership; and innovation. Oxfam contributes to the creation of an inclusive, sustainable, and resilient Asia region by addressing issues of economic, gender and climate justice, race and vulnerability to different disaster risks including the Covid-19 pandemic. Oxfam in Asia’s partnership portfolio includes local, national and regional civil society organisations, gender and women’s rights organisation, the private sector, media, and academics. In the immediate future, a feminist and climate-just recovery from the pandemic is the priority for Oxfam across Asia. A programme to address the digital divide which is also driving inequality in the region is being put in place. In Myanmar, we continue to work with civil society partners to respond to life-saving humanitarian needs and uphold rights. In combination with country programmes, multi-country programmes is a growing component of the portfolio. In this context, Oxfam in Asia needs a leader who can successfully steer the organisation through the combined challenges of a rapidly changing external environment and internal transitions, and ensure that Oxfam grows from strength to strength, ensure its relevance and continuing fit for purpose, and realise its vision of empowering people living in poverty to fight for their rights to a better world. The Asia Regional Director will work with a Regional Leadership Team composed of the senior managers of the Asia Regional Platform and Country Directors, the Global Programme and Oxfam affiliates to create a stronger, sustainable, and accountable global confederation that delivers the systemic changes articulated in the Global Strategy Framework. **JOB PURPOSE:** To contribute to and implement Oxfam’s Global objectives and Strategy, by providing vision and strategic direction to all of Oxfam’s work in the Asia Region. This includes Oxfam’s humanitarian responses and the localisation of humanitarian leadership, long-term development programmes, advocacy and campaigns, and influencing. Responsible and accountable for the strategic direction and effective managerial oversight of the Asia Region, ensuring impact through innovation, programme and business development, continued improvement in programme quality and transformative partnership approaches, knowledge and learning, and thought leadership. Effective management of financial and human resources in line with Oxfam policy.Provide high-level support and representation for advocacy, fundraising and any other representational purposes in support Oxfam’s work and interests in the region, ensuring gender justice and feminist principles are adopted in the region. Management of approximately over 1,000 staff based over 14 countries. Oxfam is phasing out of five countries (Afghanistan, Pakistan, Sri Lanka, Tajikistan and Thailand). Prospective affiliates are being explored in Indonesia and the Philippines. |
| **ROLE REPORTS TO** | Oxfam International Global Programs Director |
| **ROLES REPORTING TO THIS POST** | Country Directors, Cluster Director (Cambodia, Laos and Vietnam), and senior managers of the Asia Regional Platform: Head of Business Operations, Head of Strategy and Impact, Regional Change Manager. The number of Country Directors will reduce as a result of phaseouts from some countries. |
| BUDGET RESPONSIBILITY  | Approximately 100m Euros, may vary depending on humanitarian response. |
| **KEY RESPONSIBILITIES AND ACCOUNTABILITIES (Technical, Leadership, People and Resource management)** Accountable to the Oxfam International Global Programs Director for the leadership, delivery, effective management and monitoring, evaluation and learning of the programs in all countries within the Asia region, against Oxfam’s Strategic Framework (OSF), 2030 vision and achieving Oxfam standards.* Where applicable, remotely line manages geographically dispersed Country Directors within the region and manage other Asia regional staff, programs, budget, assets and funding. Note that internal regional management arrangements may change.
* Responsible for the management of an effective and efficient regional structure, including the direct line management of certain positions within that structure; ensures that the regional structure includes all the key functions needed in the Asia region and that it is supportive to the country programs and any possible regional programs in line with the regional platform mandate;
* Provides vision and strategic leadership and guidance to the Country Directors of Oxfam’s programs and the Regional Leadership Team in the Asia Region, both directly and through relevant country, cluster and regional governance / oversight structures.
* Works closely with other Regional Directors, Oxfam International Secretariat, affiliates and other parts of the confederation involved with in the Region in a number of different ways to optimize resources, ensure synergies and maximize impact in the development and delivery of all Country and Regional Programs
* Responsible for aligning the regional platform and Country Programs towards the Oxfam 2030 Vision and leading Oxfam through major transformational change. The RD will be responsible to lead and deliver significant change processes in the coming 1 – 2 years in line with the Executive Board Decisions.
* Responsible in coordination with affiliates for approval of Oxfam Country Strategic plans, fundraising strategies and annual plans and budgets as well as developing and implementing the regional operational plan in line with the Oxfam Strategic Framework and Oxfam Asia Regional Strategy ensuring adequate downward and upward accountability including to relevant governance and oversight structures.
* Represents Oxfam within the Asia region and globally. Working with internal and external audiences at the most senior level to influence and inform decision makers at the highest levels, and work collaboratively with leaders in Oxfam and externally, building alliances and networks.
* Build strategic regional partnerships. Lead strategic partnership building based on our values and our feminist principles to transform unequal power relations. Ensures that Oxfam’s work in the region is adequately funded, including within Oxfam adequate resourcing for internal organizational priorities (HR, safeguarding, safe programming, security) and externally. Develop and facilitate the delivery of the Asia resources mobilization strategy by building relationships with affiliates and external donors, and proactively identify new donors for Oxfam’s work in the region including private sector.
* Ensures that countries take a One Program Approach in tackling poverty, injustice and inequality so that development, campaigning and humanitarian work is strategically aligned and balanced to maximize our impact and influence toward systemic change.
* Responsible for the delivery of all Country and Regional Programs. Ensures that programs are of the highest quality and meet the required standards. Works with the Country Directors, affiliates and regional staff to ensure that quality standards are met in the country: for program, program management, Human Resources (including but not limited to the Code of Conduct), finance, security, health and safety, climate footprint, etc.
* Ensures that programs are monitored and evaluated. Promotes sharing of learning with others and drawing on learning from across Oxfam and externally and utilizing the results to inform program decisions and enhance institutional knowledge.
* Contributes to the overall leadership of Oxfam, as a member of the Global Program Management Team (GPMT) to ensure that the voice of the Region is effectively heard, and influences the direction of Oxfam though the contribution and leadership of the Region and organization-wide activities.
* Responsible for anticipating and managing risks that could threaten the organization’s reputation, operational viability and security. Responsible for managing security in line with Oxfam Policy.
* Ensures Asia is fulfilling agreed standards in disaster preparedness, mitigation and management including humanitarian response activities as per Oxfam’s standards.
* Facilitates the provision of Shared Services to countries within the Region.

A commitment to gender justice and women’s rights, an understanding of gender power relations and strategies to address discrimination in all its forms, experience in the promotion of gender justice in humanitarian, development and/or situations of fragility etc.  |

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| 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**](https://oxfam.box.com/s/yfy4iyac8ulvoc01rkdg51awssv7ie1x)**)**
* **Ensure you commit to our ORGANIZATIONAL ATTRIBUTES (including adhering to the Code of Conduct):**
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| **1. Be committed to our** [**feminist principles**](https://compass.oxfam.org/communities/gender-justice/wiki/feminism-practice)**, 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.** |

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| EXPERIENCE, KNOWLEDGE & COMPETENCIES |
| **ESSENTIAL** * Self-awareness
* Agility and complexity
* Strategic thinking and judgement

**IN ADDITION****Geographical, Political and Regional Knowledge*** Understanding and knowledge of the politics, economics and political context within Asia and global dynamics as they relate to the Asia region.

**Leadership and Management*** Proven track record of advocacy, and representation to the highest-level including understanding of and experience with media within the Asia region.
* 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. Act as a role model and demonstrate exceptional leadership in line with Oxfam’s values
* Significant experience of leading and 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.
* Understanding and experience in humanitarian and long term development issues as well as an ability to include and lead in the further development of program policy, especially within the Asia region.
* Understanding and experience of conflict sensitivity and safe programming.

**Strategic Analysis*** Proven analytical skills, able to take and manage calculated risks based on evidence-based assumptions.
* Able to think strategically, to maximize adaptability and agility, and encourage forward thinking, new ideas and learning from experience beyond the country program context while acting within a global framework.

**Finance and Funding*** Competent financial and asset management experience. Ability to manage multiple large budgets, mitigating and controlling financial risks – including managing donor funding and relationships, across a large number of countries and programs.

**Risk Management*** Able to take calculated risks based on evidence-based assumptions. Ability to continually access and analyze the external context of the organization enabling the development of realistic strategies to maximize adaptability and agility, encourage future thinking, innovation, new ideas and learning from experience, as well as sound judgment on when to stop as well as start new initiatives.
* Proven track record of making sound judgments in uncertain and pressurized situations including managing policy related reputational risks, including experience of security and crisis management leadership in complex security environments
* Fluent spoken and written English
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| **Desirable*** Fluent in English (written and spoken) and any other local languages
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**SAFER RECRUITMENT:** 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 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.