

CONTRACT MANAGER FAIR FINANCE ASIA

Based in Phnom Penh, Cambodia
With frequent visits to Japan, Indonesia, Thailand, India, the Philippines

Internal Job Grade	C2 National
Contract type	Fixed-term for 2 years, with possibility for extension until a maximum of 5 years
Hours of work	Full time
Reporting to	Program Coordinator
Staff reporting to this post	MEAL officer, Support Officer, Financial Officer, ICT specialist
Locations	Cambodia
Annual Budget	1.5 million Euros

Shaping a stronger Oxfam for people living in poverty

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 work with 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.

Background

The Fair Finance Asia (FFA) program focuses on reducing the negative impact of investments of regionally operating banks and insurers in Asia on human rights, the environment and climate change, and on increasing investments in pro-poor inclusive economic development. The cross-border nature of the problem requires an approach targeting both national and regional level. The program has a regional program management unit (PMU) based in Cambodia and operates in 6 countries including Indonesia, Japan, India, Thailand, Philippines, and Cambodia. FFA program will work with different stakeholder such as CSOs, financial institutions, financial regulators, investors and development banks (IFC, ADB).

FFA program will work in close alignment with the Fair Finance Guide International network (now operating in 9 countries across the world) and its methodology to assess the policy and practices of financial institutions. The research products will be used to influence and engage financial institutions and regulators to promote a sustainable financial sector in Asia, with financial sector institutions operating at national and regional level, being more transparent and accountable and adhering to ESG criteria.

The expected outcomes of this program include 1) increased awareness and (political) will among national governments, regulators, banks and banking associations to adhere to ESG standards. 2) champions among national governments and banks are interacting with regional bodies and mutually influencing each other. 3) regional bodies (governmental, CSO and financial sector networks), development banks and investors are increasingly sensitive to policy asks of CSO alliances. 4) improved regulations by national governments and other financial sector regulators are in place, along with improved policies and practices by national banks. 5) regional multi-stakeholder dialogue, including CSOs and allies, is started and results in a joint multi-stakeholder roadmap, and conditions for a multi-stakeholder initiative (MSI) are in place.

Purpose of the position

The Contract Manager will be responsible for effective and efficient contract compliance, which contributes to the successful delivery of the FFA program across the region. The Contract Manager will work closely with the Program Coordinator to ensure that the FFA program runs smoothly, effectively and successfully under its terms and conditions and makes a positive impact in the target countries. The Program Coordinator will work closely with participating Oxfam Country Offices, Lead partners at national and partners at regional level, and with members of the TAF team in The Hague.

Main tasks

- ❖ Day to day operational management and program accountability
- ❖ Program management, archiving system and learning logs.
- ❖ Development and implementation of internal program manual and procedures.
- ❖ Design of formats for annual planning and reporting.
- ❖ Develop an annual operational plan and ensure it is implemented effectively.
- ❖ Financial and budget management: ensuring that resources are deployed in a timely and adequate way as per the programme document;
- ❖ Ensure partner assessment, risk assessment and effective support to partners.
- ❖ Contracting of subgrants to country offices and partners, and other institutions in the framework of cooperation.
- ❖ Collection and processing of narrative reports from regional partners and countries and collating them in the appropriate form to be submitted a) to the Steering Committee for sign off and b) Oxfam Novib The Hague, which will review and submit to the donor
- ❖ Procurement and contracting of regional service providers for FFA program.
- ❖ Planning, monitoring, evaluation, learning; completed project portfolio monitoring tool on regular basis
- ❖ Updating risk analysis and adopt appropriate mitigation strategies.
- ❖ Knowledge management and reporting;
- ❖ Funding strategy (together with FFA Program Coordinator)
- ❖ Functional management of MEAL officer, Support Officer, Financial Officer and ICT specialist

Job requirements

Essential

- Master's degree in a related field (or equivalent work experience) with a minimum of 5 years relevant experience working in the international development sector;
- Solid experience delivering complex program compliance management (donor-funded, multiple location, multiple stakeholders), ensuring high standards and quality results; In-depth understanding of fiscal and monetary governance issues and financial issues in the target countries;
- Self-reliant, highly organized, flexible and able to work under pressure, and at times with minimum support;
- Strong interpersonal skills and ability to work effectively in a multi-cultural environment
- Excellent experience in project management cycle with quality assurance.
- Highly disciplinary with regard to program quality, internal control and compliances.
- Strong leader, who can inspire and coach support staff, working in a complex program
- Good team player with well-honed, inter-personal skills and able to work collaboratively with a wide range of stakeholders;
- Experience in providing advisory support to both senior management and project staff
- Flexible and creative approach in recognizing and responding to challenges and opportunities, whilst working within the parameters of the organisation
- Excellent written & spoken English and well-developed communication skills;
- Able and willing to travel regularly to participating countries.

Desirable

- Experience with Oxfam's ways of working;
- Candidates from the region are encouraged to apply.

Competency Profile

Results orientation	4
Planning and organisation	4
Communication	4
Accuracy	4
Networking	4
Cooperation	4

Key Behavioural Competencies (based on Oxfam 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 organisation 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 relationships, 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 organisation.
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, and 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 organisational 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. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.

Applying

This post is open to all nationalities. For those who are interested in this post, please send your application jobs.cambodia@oxfam.org by January 2nd, 2018. Applications should include your CV and a covering letter, no more than two pages, stating your motivation for the post and how you think your experience would enable you to undertake this post.