

PROGRAM COORDINATOR FAIR FINANCE ASIA

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

Internal Job Grade	C1 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	Prog Lead TAF, Oxfam Novib
Staff reporting to this post	Program Contract manager, Influencer, Communication Specialist
Locations	Preferable Cambodia; other relevant countries in Asia to be negotiated, and dependent on right to work and possibilities of contracting.
Annual Budget	Oversight management of 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 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 Program Coordinator will be responsible for the successful delivery of the program across the region. With funding from SIDA, the program will be implemented by Oxfam Novib as the contract holder. The Program Coordinator will work closely with participating Oxfam Country Offices, partners at national and regional level and members of the TAF team in The Hague.

Main tasks

Day-to-day implementation of the programme on regional level, supporting implementation in the countries from a content and coalition-building perspective, and keeping information flowing amongst the countries, regional partners and the FFGI structures

From a *content perspective* responsible for

- Lead Oxfam's strategic policy thinking on financial sector sustainability in the region
- Ensuring consistent and good quality application of FFG methodology in the region;
- Promote capacity development on financial sector (FS) and Fair Finance Guide (FFG) methodology
- Linking to relevant Oxfam programs in the region and to the Regional Platform
- Linking and contributing to Oxfam's regional influencing strategy to work with governments, financial institutions, investors across the region.
- Guidance to linking and learning strategies to ensure regional linking, joint learning, further content development and Fair Finance Guide International (FFGI) methodology development.
- Facilitate strategic learning amongst Oxfam and partners setting role model and best practice of fair finance across Asia.

From an *operational perspective* responsible for:

- Content management: ensuring overall coordination and implementation of regional and cross-country activities, and ensuring programme outcomes are on track;
- Ensure coherence in ways of working on regional and national level, considering the variety of contexts; matrix management; and inter-culture management.
- Representation of FFA programme externally; using flexible advocacy approach and influencing to lobby, attract and gain participation and support for successful program implementation.
- Engaging with multiple stakeholders at regional level including regional policy makers, governments, bankers, investors.
- Identification of new opportunities for exposure, alliance building, influencing and fund raising
- Support for country focal points and regional partners in implementation
- Funding strategy (together with Program Contract Manager)
- Functional Management of program influencer
- Line management of Program Contract Manager
- Annual reporting on regional part of program

Furthermore, the Fair Finance Asia Coordinator chairs and facilitates the following meetings:

- Chair Advisory Council ()
- Chair Leading the Regional Fair Finance Asia Coordination Group ()
- Executive secretariat for Steering Committee

Job requirements

Essential

- Master's degree in a related field (or equivalent work experience) with a minimum of five years relevant experience working in the international development sector;
- Minimum of 5 years of relevant experience in the Financial Sector and Sustainable Finance issues, preferable in the region
- Solid experience delivering complex programmes (donor-funded, multiple locations, multiple stakeholders, at country and regional level, under politically sensitive circumstances), ensuring high standards and quality results; Good understanding of monetary governance issues and financial issues in those 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 team leader, who can inspire and lead a team of professionals, working in a complex program
- Excellent team player with well-honed, inter-personal skills and able to work collaboratively with a wide range of stakeholders;
- Flexible and creative approach in recognizing and responding to challenges and opportunities, whilst working within the parameters of the organisation
- Strategic, politico social economic leadership level with with good facilitation and representation skills to represent Oxfam at a strategic level and high profile environments
- Excellent written & spoken English and well-developed communication skills;
- Able and willing to travel regularly, and for long periods, 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
Influence	4
Networking	4
Enterprise	4
Negotiation	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.