

Programme Manager - Education

This vacancy is open to Liberians ONLY

This is a re-advertisement therefore candidates who had earlier applied **must** re-apply.

Internal Job Grade - National Contract - C2

Contract type - Open Ended Contract

Reporting to - Area Manager

Staff reporting to this post - 3-4 staff

Locations - Zwedru, Grand Gede County, South East Liberia

Shaping a stronger Oxfam for people living in poverty

Oxfam Purpose

To work with others to find lasting solutions to poverty and suffering.

Country Purpose:

In 2020, Liberian women and men have an equal, sustained, representative and equitable dialogue with each other and the State on strategies to redress inequalities, which will as a means reduce poverty.

Oxfam in Liberia believes in and work towards a gender-focused active citizenship movement as the basis for the development of a Liberia that is just, equitable, inclusive and has the basis for development and growth.

To that end, Oxfam in Liberia believes that it is crucial that civil society has a voice that is built on gender justice. We believe that a strong and empowered social movement that is representative of the voices of women as much as that of men, of male and female youths as much as that of their elders, that recognizes the diversity of the population and their needs will contribute to **a Liberia with an improved quality of life characterized by active citizenship, equitable and sustainable development in a just and inclusive society**, Oxfam' vision for Liberia. In conjunction with this, and in alliance with civil society, we will continue supporting the government in the development of systems that contribute to the vision.

Job Purpose

In close coordination with the country programme team- will catalyse the growth and development of the education programme in Liberia and provide hands on support to education programming and policy influencing areas. The position also provides thought leadership and effective coordination in policy reform processes where relevant while participating in resource mobilisation in line with Oxfam in Liberia's country strategy.

Job Purpose - Key Responsibilities and Accountabilities

- Is responsible for the strategic development and management of the country program- Access to Essential Services (Education pillar).
- Supports Oxfam's impact locally, regionally, continentally and globally through ensuring program alignment to the key strategic objectives and program standards.
- Supports resource mobilisation, specifically for humanitarian/ resilience elements of the strategy
- Strengthen systems and structures that enhance access to and retention in quality non-formal and formal basic and technical education at national and local for poor and marginalized communities especially girls and young women, in partnership with civil society and the government
- Strengthen the cadre of qualified, trained, motivated and well-supported teachers, through partnerships established between teachers' unions, vocational centres and teacher training colleges with regional and international education driven organizations, women's rights and civil society organizations, education partners promoting increased involvement and capacity building to gather evidence and good practices to advocate for equitable access, quality and well financed education sector at local and national level.
- Increase the development and replication of innovative approaches and models to improve girls' and boys' access and to quality of education at local and national level.
- Contribute to the reduction of gender-based barriers that limit the retention of girls in school, through WaSH and education, and through shared programming with CSOs and INGOs specialized in prevention of gender-based violence and related specialised service delivery.

- Increase access to non-formal educational / capacity building programmes by women and men, and female and male youths, on their rights as citizens, on influence and advocacy, and on their human rights, constitutional rights, together with strategies and tools for constructive dialogue

Thought leadership and strategic management

- Provide thought leadership on thematic area, staying up to date with the latest thinking, undertake/commission organised research and analysis and spend time in reflective consideration to develop a comprehensive understanding of the theme in Liberia, how it contributes to poverty and inequality in the country, and ways of addressing these

Program design , development , implementation and monitoring

- Deliver a education program with impact that contributes to the principle of one program in Liberia, seeking synergy with the other themes
- Ensure that women's rights are developed and protected in the program
- Manage staff, consultants and researchers as required, in accordance with Oxfam policy and procedures
- Effectively manage allocated budgets
- Working closely with the Area Manager and the MEAL Manager ensure that an effective, transparent and robust MEAL system and process is in place to ensure that the program delivers on the OCS

Working with partners and stakeholders

- Develop a comprehensive understanding of Oxfam's partnership approach, including work with coalitions and networks, adopting a strategic, proactive perspective on how to achieve partner led approaches to achieve sustainable change
- Develop and facilitate links with civil society, the private sector and governments, initiating contacts and building associations that can be used to enhance Oxfam's work , and identifying key partners to collaborate with on the delivery of the program

- Coordinate and mobilise technical support for the program partners, accompanying them and ensuring high quality of programming

Resource mobilisation

- Working closely with the Funding Coordinator, participate in relevant fundraising activities, through the development of fundable concepts (at all levels) and by assisting in the development of donor proposals, budget submissions and other necessary activities to secure funding for programme objectives

Technical Skills, Experience & Knowledge

Skills

- Ability to engage and influence both corporate direction, contributing to and following it as appropriate and the ongoing development of program policy and quality to enhance the impact of Oxfam's work
- Ability to build a people's movement around the program theme and inspire followership
- Proven analytical and conceptual thinking, high level research, project management knowledge and skills and experience using participatory tools and methodologies for assessment, programme identification, implementation, monitoring and evaluation

Knowledge

- Comprehensive knowledge and experience of implementing the education program and initiatives, ideally built on mature understanding of relevant issues derived from field experience

Strong program management and quality knowledge, with ability to ensure consistent quality against standards and to implement effective monitoring and evaluation systems to assess and adjust performance

- Commitment to and good knowledge of working with networks, coalitions and a partnership approach across the spectrum of Oxfam's work, including innovative approaches to capacity strengthening

- Good knowledge of and experience in developing advocacy and campaign strategies and plans and successfully achieving external impact and change. Some experience in undertaking media presentations
- Good knowledge of and experience with donor funding environment and good financial management skills, with experience of project budgeting and controlling financial risks
- Proven management experience at a strategic level in a complex, dispersed organisation with evidence of leading, facilitating and integrating a specific area of expertise across a wide network, providing clarity and focus of vision and impact, strategic planning and decision making and the delivery of agreed results
- Excellent knowledge of the Liberian environment and issues, supported by personal exposure through having worked and lived there
- Politically astute, with high impact influencing and persuasive skills and personal gravitas to gain respect and build and maintain strong, credible relationships, with internal and external stakeholders at all levels
- Strong organisational and personal management skills, with ability to prioritise work issues to meet deadlines with minimal supervision and adjust to constantly changing situations while maintaining focus on delivery and follow-through
- Excellent personal communication skills
- A high level of self-awareness, initiative, sound judgment, personal energy and flexibility

HOW TO APPLY:

Please send application using this email LiberiaOGBrecruitment@oxfam.org.uk. ***Your application should include a covering letter and a CV not more than 04 pages.***

Please make sure you mention the position title you are applying for in the subject of the email.

Deadline for application is September 17, 2017. This vacancy is open only to Liberians.