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**CAREER OPPORTUNITY:**

Oxfam is an international confederation of 17 organizations working together in 94 countries and with partners and allies around the world to find lasting solutions to poverty and injustice. In Vietnam, Oxfam is recognized as one of the leading international NGOs, especially in rural development, disaster risk reduction and humanitarian response, civil society development, ethnic minorities, and women’s empowerment.

We are looking for an experienced and motivated individual to fill the following position:

**Regional Policy Officer (RPO) – PEM**

###### *The post is based in Phnom Penh, Cambodia*

The Role:

The Regional Policy Officer (RPO) is an integral member of the Project Implementation Team, implementing advocacy and campaign related initiatives including grant-making, policy and institutional research & analysis, capacity building & networking, advocacy & campaigning.

**Report to: Project manager PEM**

**KEY REPSONSIBILITIES:**

***Overall Advocacy & Campaign work***

* In collaboration with regional and head office policy and advocacy staff, design & implement a coherent, balanced & integrated national & regional advocacy & Campaigning strategies designed to maximize impact, minimize brand risk & support program objectives of PEM,
* Monitor, evaluate & facilitate learning from the implementation of these advocacy initiatives.
* Provide leadership for overall PEM advocacy & campaigning in Mekong region.
* Establish & maintain links & alliances with like-minded organizations & stakeholders relevant to the regional programs to ensure coordination of advocacy & campaign initiatives to achieve best effect.

***Policy research and institutional analysis***

* Help analyse key national or regional policies and institutions relevant to the project that are most likely to effect change in line with Oxfam’s programmatic priorities in the Mekong region
* Analyze policy contexts and contribute to informing Oxfam positions on issues related to natural governance in the Mekong.
* Work closely with relevant Oxfam staff to clarify policy messages for public use e.g. press releases, policy papers and statements.

***Partner Support***

* Identify & work and sometimes grant to strategic advocacy/campaign partners who directly contribute to achieving PEM project objectives
* Strengthen capacity of partner organizations in policy analysis and advocacy/campaigning & support their advocacy.
* Be conversant with the advocacy strategies of OUS, OAU and OI & support linkages between partner experience & Oxfam advocacy strategies.
* Conduct monitoring visits and evaluation of grants, and recommend appropriate follow up.

***Representation***

* As authorized by the PGT & in accordance with Oxfam policy, assume a role as a spokesperson for Oxfam to governments, relevant professional, academic, bilateral actors, media & the general public assuring consistent voice for Oxfam positions & information, & brand.
* In close coordination with the Project Manager, represent the PEM amongst Oxfam affiliates including Oxfam’s international, regional & country forums.

***Office Efficacy***

* Manage systems, tools & procedures, ensuring quality outputs & adherence to Oxfam grant administration; office administration; branding/communications; protocols/guidelines for in- house communications, publications & program outreach support
* Support the preparation of information about the regional program for use in policy/advocacy work& communications.
* Maintain 3 monthly work plan based on this Job Description & 6 month Objectives

***OTHER DUTIES & WORKING CONDITIONS***

* Support staff developing reports & materials, preparing & organizing exhibits & presentations
* Participate in retreats, conferences, seminars & meetings as appropriate
* The position is based in Phnom Penh, Cambodia. Regular travel may be up to 30% of the time.
* Other duties may be negotiated, particularly pertaining to Humanitarian Response.
* The RPO will be based in Phnom Penh office with frequent travel to provinces in Cambodia and other counties in the region.

**SKILLS AND COMPETENCE**

***Required***

* Masters degree or equivalent experience in social or political sciences, or international relations, experience with conservation is a plus.
* At least five (5) years relevant employment experience preferably in the East Asia region with
* considerable field experience
* Demonstrable experience in developing and implementing advocacy & campaigning strategies.
* Excellent analytical skills, including experience in power and political analysis

***Preferred***

* In-depth expertise of Mekong regional development and key institutions and actors involved
* Experience in Human Rights issues and social change;
* Demonstrable and effective experience in gender issues;
* An excellent command of English, Mekong language is a plus;
* Excellent computer skills.

***Core Competencies***

* Experience in policy analysis
* Leadership and facilitation skills with an ability to learn quickly.
* A team player; works well in a multicultural environment, communicates readily & shares learning.
* Creativity, flexibility and the ability to work in complex political environments
* Strong diplomacy and negotiation skills
* Prepared to undertake extensive travel in the region (up to 50%)

**Benefits:**

This role offers scope for immense personal fulfillment, a competitive salary– as well as opportunities to develop your career.

**How to Apply:**

For full details of this job write to eastasia@oxfamamerica.org please quote “Application for Regional Policy Officer (RPO) – PEM”. Send your cover letter and your CV to eastasia@oxfamamerica.org by COB **18th July 2014**. Women and young graduates are strongly encouraged to apply.

Oxfam offers an attractive benefit package. We regret that only short-listed applicants will be contacted.

Oxfam is an equal opportunity employer