

JOB PROFILE

JOB TITLE: Programme Manager (Tax and Inequality)	
DIVISION / DEPARTMENT / LOCATION: CPIT Flexible location: Oxford UK, Kenya or Vietnam For a location outside of Oxford the following criteria would need to be met: <ul style="list-style-type: none"> • must be based in location with Oxfam office that is able to host the post and establish a contract • must be a location with good and affordable transport/flight connections • must have excellent phone and internet connections • applicant must have right to work in that country If Oxford based, there is flexibility to work up to 3 days per week from the London office.	JOB FAMILY: Communications
SALARY: £36,830 gross per annum (or national equivalent)	LEVEL: B
<p>CPIT PURPOSE: To strengthen the power of people to influence people with power</p> <p>JOB PURPOSE: To support country programmes in tax and inequality advocacy, campaigns and influencing work, and oversee the 'Mobilising Progressive Domestic Resources for Quality Public Services' Programme.</p> <p>'Mobilising Progressive Domestic Resources for Quality Public Services' is an advocacy and influencing programme in two countries (Kenya and Vietnam). The objective is to build civil society influence over domestic resource revenue raising and spending, to tackle inequality and increase investment in public services. The project is funded by the Ministry of Foreign Affairs, Finland. This role will be responsible for providing leadership of the programme, ensuring that Oxfam staff and partners meet the programme objectives, ensuring reporting and donor relationship management, and giving technical advocacy, campaigning and policy (tax and spending) support.</p>	
<p>REPORTING LINES: Post holder reports to: Policy Manager (Tax and Inequality)</p> <p>Staff reporting to this post: No line-management. But matrix management of staff delivering and supporting the project</p>	
<p>BUDGET RESPONSIBILITY: As agreed and delegated by line manager</p>	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Required to provide leadership and strategic planning to achieve significant impact in one campaign area (inequality) • Work closely with programmes staff in a range of developing and developed country contexts • Provide programme oversight and project management (including strategic direction, budget management, reporting, and donor relations), ensuring the programme delivers agreed objectives • Plan and manage human and financial resources and processes • Requires the ability to analyse and communicate complex information to a wide 	

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audience.

- Ensure proper reporting and accountability to multilateral and bilateral donors

KEY RESPONSIBILITIES:

- Provide leadership and strategic direction to the country teams on programme activities planning and design basing on the agreed overall programme framework.
- Provide programme oversight, ensuring coherence of approach, learning across the two countries and consolidation of reporting and communications
- Provide or broker expert advice, facilitation and accompaniment to country and regional programmes on influencing strategy and best practice.
- Broker support to countries on policy and advocacy issues including tax, domestic resource mobilisation and public spending
- Responsibility for global programme budget
- Responsibility for ensuring that reporting, MEL and audit arrangements meet Ministry for Foreign Affairs requirements
- Ensure linkages and learning between country campaigns in the programme and others with similar objectives and work programmes
- Work to ensure common annual work planning across the consortia members in work relating to the programme
- Support country programme co-ordinators and their teams ensure effective and efficient delivery with timely reporting
- Provide strategic input to Oxfam's domestic resource mobilisation (DRM) strategy as part of the Inequality Campaign
- Support fundraising for programme extension as required
- Represent Oxfam in the Ministry for Foreign Affairs grantees group meetings as appropriate

SKILLS AND COMPETENCE: D = Desirable & E = Essential

- Proven experience of programme management, strategic project oversight, and coordination of complex projects and multi-country programmes. **E**
- Understanding of advocacy and lobbying, particularly directed at Southern Governments and global institutions, and how they contribute to achieving campaign goals. **E**
- Proven experience on conducting effective advocacy and influencing **E**
- Experience and understanding of key policy areas; budget tracking, tax and domestic resources mobilisation, inequality and public services. **D**
- Proven experience of managing contracts and programme/contract finances. **E**
- Experience of managing a network of relationships at a distance. **E**
- Experience of coaching staff – especially in advocacy, influencing and contract management. **D**
- Experience in working on Right Based Approach programmes and ability to develop and work within multiple institutional relationships and arrangements. **D**
- Proven ability to analyse and communicate complex information to a wide audience. **E**
- Excellent written and oral communication, reporting, facilitation and representation skills with ability to represent Oxfam at a strategic level and in and high profile environments. **E**
- Ability to support and influence others, and experience in working in multi-cultural teams. **E**
- Experience in providing advisory support to both senior managers and project staff and well-developed ability to facilitate learning and knowledge management. **E**

OTHER:

- Willingness to travel up to 3 months per year.

Date of issue: 24/10/2014