



Call for applications

Programme Assistant - Social Protection for Widows in Iraq

Oxfam GB is looking for an energetic, committed person, able to take individual initiatives and being a team player at the same time, to join Oxfam team in Lebanon as a Programme Assistant for the Social Protection for Widows in Iraq Programme.

The programme has been on going in the last three years and is reaching the final year of its implementation which requires ensuring smooth completion of the programme as well as planning for the new phase of the programme.

JOB TITLE: Programme Assistant - Social Protection for Widows in Iraq, one year fixed term contract

DIVISION / DEPARTMENT / LOCATION: International/ MEEECIS/ Lebanon

LEVEL: D2

SALARY: 1,300 US per month (gross salary - in addition to transportation allowance as per Lebanon labour laws) - National post

OXFAM PURPOSE: To work with others to find lasting solutions to poverty and suffering

JOB PURPOSE: To work with the Oxfam team in Lebanon, Iraqi partners of Social protection of widows, regional women's networks and organizations, donor of the programme, other relevant stakeholders

REPORTING LINES:

- **Post holder reports to:** Programme Officer - Lebanon
- **Coordination:** Closely with Oxfam gender team (Programme and Finance), in Lebanon officer and well as with partners and relevant stakeholders

BUDGET RESPONSIBILITY: Over all support to the management of the programme budget, and budget monitoring

DIMENSIONS:

- Required to make sound judgements regularly within agreed processes using a good understanding of the team and the facilities of the team
- Communication is largely with internal staff, (including internationally) also with some external contacts and target audiences to support operational work

- Analysis and communication of some complex information at a simple level is required to a wide audience to promote and influence

KEY RESPONSIBILITIES:

- Establish relationship with the partners in Iraq
- Follow up with partners' activities based on the contracts issued
- Explore with the partners the programme sustainability
- Support partners' required reports, ensure accuracy and detailed data, and timely delivery of activities by partners
- Timely responses to partners' queries
- Conduct at least 2 trips to the partners before the end of the programme and submit monitoring reports
- Prepare draft donors' final reports and ensure partners provide data as per the agreed donors' deliverables
- Ensure that data related to the programme is uploaded in Oxfam Project Accountability and Learning (OPAL) system
- Capture learning and document the work of successful stories, to ensure that the programme inputs are producing positive results in the lives of women
- Review and ensure that the programme implementation is guided and in compliance with the donor,s contract
- Update programme data in Oxfam system
- Prepare monthly and quarterly reports on programme progress and assist in the preparation of debriefing to line manager
- Develop accurate and updated filing system for the programme and for each partner
- Provide necessary documents and summary guidance for developing Phase II of the programme
- Prepare final donors' draft reports
- Coordinate with Oxfam Lebanon gender team on relevant initiatives related to gender equality
- Coordinate closely with the partners for the final evaluation of the programme
- In Collaboration with the Media Officer in Oxford upgrade the profile of the programme by reflecting stories and lessons learnt, regionally and globally
- Assist on other task as requested by the Line Manager and as deemed necessary for programme development

SKILLS AND COMPETENCES:

Essential:

- University degree in social or political sciences or related discipline, including law and gender and development
- At least three years of experiences with national, INGOs in programme management and implementation, including budget monitoring, planning, and monitoring and evaluation
- Excellent oral and written communication and writing skills in English and Arabic
- Arabic language is a must

- Knowledge of gender and gender equality and relevance to poverty and vulnerability
- Knowledge and skills in computer usage including power point and social media

Preferable:

- Understanding of women's situation in Iraq
- Demonstrated capacity of social and communication skills and ability to work with others and as part of the team
- Ability to work under stress and in a team

OTHER: Committed to Oxfam principles and willing to learn and grow in the organization

The position is offered on a **full time basis starting immediately for a fixed term contract over a period of 1 year (renewable).**

Interested candidates should send their CV, motivation letter and three references specifying "Programme Assistant" in the subject line by 16 November 2012 to the jsalloum@oxfam.org.uk or visit Oxfam GB website to apply.