

CASH AND MARKETS ADVISOR

| JOB DETAILS | |
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| <p>LOCATION: This role can be located in a country where Oxfam has a presence, subject to Oxfam’s ability to employ in that location, the affordability of doing so and right to work requirements being met. Follow this link to see where we work as a guide to where Oxfam may have the ability to establish a contract of employment.</p> <p>Due to legal constraints, it is not currently possible for this role to be based in some Oxfam locations. These include, but are not limited to, Brazil, France, Italy and Sweden.</p> <p>Please indicate your preferred location and whether you have the right to work there on your application.</p> | <p>CONTRACT TYPE: Open-ended</p> |
| <p>JOB FAMILY: Programme Technical</p> | <p>ONE OXFAM GRADE: B2</p> |
| <p>DEPARTMENT: Global Humanitarian Team</p> | <p>TEAM: Performance and Innovation Team (PIT)</p> |
| <p>SALARY: Competitive salary and benefits packages will be offered in line with local cost of living and national pay structures. Exact details to be confirmed by employing Affiliate.</p> | <p>HOURS: Full time (according to contracting affiliate and location)</p> |
| <p>FLEXIBLE WORKING</p> <p><i>We believe flexible working is key to building the Oxfam of the future, so we’re open to talking through the type of flexible arrangements which might work for you. We think this role would work particularly well as hybrid working (flexibility in time spent office-based and home-based working).</i></p> | |
| <p>COMMITMENT TO DIVERSITY AND INCLUSION</p> <p>We are committed to ensuring diversity and gender equality within our organization.</p> | |
| <p>GLOBAL HUMANITARIAN TEAM PURPOSE: The Global Humanitarian Team (GHT) has designated responsibilities to support, coordinate and lead humanitarian response and policies to reduce the impact of, prepare for and respond to crises, harnessing the resources of the whole Oxfam confederation to deliver support for Oxfam’s strategic plan.</p> <p>The GHT has designated responsibilities to support, coordinate and lead humanitarian response and policies to reduce the impact of, prepare for and respond to crises, harnessing the resources of the whole Oxfam confederation to deliver support for Oxfam’s strategic plan. The GHT works across Oxfam countries and regions and in close coordination with others working GHT will work with others to maximize the quality and impact of Oxfam’s humanitarian program by:</p> <ul style="list-style-type: none"> • Delivering rapid, safe and high-quality emergency surge capacity. • Supporting program strategy, operational design, humanitarian preparedness and response. | |

- Promote greater local humanitarian leadership and collaborate on our approach to fragility and across the nexus.
- Facilitate the development of humanitarian capacity across Oxfam and partner organizations through building and brokering a cross confederation network and community.
- Supporting the gathering of evidence to enable learning, innovation and advocating for change across the sector.
- Working with Campaigns and Policy to influence for greater respect of the basic rights of crisis affected men and women.
- Working closely with affiliates in their roles as EAs and PAs for the best interests of the humanitarian program.
- Ensure connection with global and technical humanitarian system and coordination.

PERFORMANCE & INNOVATION TEAM PURPOSE: The Performance and Innovation Team (PIT) is composed of experts in each Oxfam key programming and quality area, to provide strategic leadership, expertise and support to the confederation’s humanitarian programme and global positioning. They PIT builds and brokers a network of practitioners in key technical areas to improve coordination, coherence and learning across the confederation. It sets and monitors programme standards, uses evidence to drive organisational learning and innovation, gathers evidence, analyses performance and makes recommendations for internal change or adaptation and to ensure Oxfam remains a key humanitarian actor able to influence the global sector. The PIT leads innovation and collaborates with external partners and stakeholders to improve the humanitarian system.

JOB PURPOSE: To drive high quality humanitarian responses through Cash and Voucher Assistance (CVA) and market-based programming (MBP) alongside other GHT advisors. To contribute to research and development that informs the humanitarian community internally and externally and proactively sharing learning and best practices in cash and markets. To identify opportunities for and provide technical support in cash and markets across sectors, including capacity building of Oxfam and partners. To lead the use of CVA and MBP across the confederation.

To, along with other advisors, leads and managers, promote safe programming in all humanitarian responses. Be accountable for ensuring community participation shapes programme decisions, actively seek a partnership approach and worked following feminist principles including strong awareness of power dynamics.

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| JOB REPORTS TO: | Food and Economic Security (FES) Lead |
| JOBS REPORTING TO THIS JOB | Development management of FES Humanitarian Support Personnel (HSPs) |
| BUDGET RESPONSIBILITY | TBD - may have budget responsibility for special projects |
| GEOGRAPHICAL SCOPE | Global |
| IMPACT | Internal: Global Humanitarian Team, Affiliate, cross-confederation at regional and country level. |

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| | External: External representation in cash and markets platforms and spaces. |
| KEY STAKEHOLDERS | <p>Internal: GHT (Performance and Innovation Team, Program Support Team, Food and Economic Security Team); CVA, EFSVL and FES staff at country, regional, and global levels; relevant coordination groups.</p> <p>External: LNGOs, INGOs, UN Agencies, Food Security Cluster, Cash Working Groups, CaLP, CCD, donors</p> |
| <p>DIMENSIONS of the Role (see Standard Role Profiles, Oxfam Reward Job Slotting Toolkit Link)</p> <ul style="list-style-type: none"> • Advises Oxfam’s Global programmes, including senior management on technical issues. • External specialist information sources used, scientific journals, academic papers, and including interpretation of actual situations. • An understanding of the wider issues of the team members' professional work, the international humanitarian context, Oxfam’s ways of working, the priorities of other departments/regions and divisions within Oxfam. • Impact is global within Oxfam, and within technical specialism extends to the whole of the humanitarian INGO sector. • Influence departmental director (GHT LT), senior staff from countries/Regions. External influence – other NGO’s (at country, HQ and cluster level), and other international organizations. | |
| <p>KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)</p> <p>The Cash and Markets Advisor as part of the GHT Food and Economic Security (FES) unit will contribute to the development and evolution of the cash and voucher assistance (CVA) and market-based programming (MBP) agenda through promoting the approaches, leading technical development as required, providing technical support to and leadership of the use of MBP approaches across the GHT and confederation, including capacity building, and contribute to learning and influencing the humanitarian sector as a whole.</p> <p>The advisor will provide technical leadership for Oxfam’s work on CVA and MBP. This will require (i) internal and external technical leadership of cash and markets, (ii) in collaboration with the program support team, provide country advisory support: project development, developing tools, capacity building and documenting lessons, (iii) external engagement and representation: strengthening Oxfam’s reputation and presence in cash and markets in the humanitarian space, and (iv) collaboration with colleagues to influence changes in the humanitarian system.</p> <p>Key colleagues that this position will engage with include colleagues across the GHT, advisors within the FES team (emergency food security and vulnerable livelihoods, social protection, anticipatory action), and the wider Oxfam confederation including country teams and regions. The post will engage across Oxfam affiliates and Oxfam teams including policy, research, and development programming.</p> <p>Management</p> <p><i>people, budgets, assets, projects and decision making</i></p> | |

- Development management of HSPs and others, such as consultants, as needed to contribute to the work of cash and markets.
- Support or lead recruitments as required.
- As necessary provide back-up support to the FES Advisor in the Program Support Team (PST) including working with country teams to strengthen programs, support planning and preparedness, and on proposal development as needed.
- Support scale up to Cat 2 and Cat 1 emergencies and ready to spend at least 6 weeks at a time in country as required for emergency response and strategic advisory support.
- Manage restricted projects and budgets and provide high quality technical input and support, ensuring the overall success and delivery of the projects.
- Support to HR, FES, and Oxfam Consults team colleagues in building and maintaining the emergency register and OC roster, specifically for CVA and MBP capacities.
- Work closely with all sectors and crosscutting advisers to provide support in integrated cash and markets-based programming to ensure a quality response in countries affected by crises.
- Contribute to the work of the wider FES team, including collaboration with other FES team members to build complementarity across the different areas of work within the team.
- Oversee capacity development of staff in countries and regions on cash and voucher assistance (CVA) working closely with other advisors; assessing staff learning needs, supporting the development of a community of practice, supporting cross regional and country learning, offering training, mentoring, shadowing opportunities in accordance with Oxfam's strategic plans.
- Support, with the rest of advisors and managers, the understanding and use of key analytical tools and frameworks related to safe programming.

Analysis and Problem Solving

information, complexity, creativity and forward planning

- Monitor and analyse internal and external trends in the cash and markets sectors, with a particular focus on market-based programming, feminist approaches, community centric approaches, localization, and ensuring the quality of internal data collection and analysis.
- Monitor and evaluate Oxfam's own cash programmes, feeding learning into policy development, guidance, tools and learning materials.
- Contribute to learning and ensure it is applied across the region and between regions.
- Raising awareness within regional and country line managements of the strategic and technical requirements for good design and implementation of cash and voucher assistance (CVA).
- Identify and engage in the use of new and innovative methodologies, processes, or technologies that improve cash and voucher assistance (CVA) implementation and outcomes. Support to piloting of innovations and gather evidence to enable learning, adaptation, and advocacy for change across CVA.
- Support the development, dissemination, monitoring, and analysis of Oxfam cash standards, guidelines, policies, and tools to ensure Oxfam program quality in the regions and countries supported. Work with the GHT and regional platform teams to ensure coordination around standards, tools and procedures. Promote the institutionalization and feedback process for the use of these throughout the organization and with partners.
- Ensure programmes are safe, are sensitive to gender and other power dynamics and ensure that they are informed by the community to benefit from the work.

Impact

contacts, communication, advice, and consequences

- Provide technical support and leadership on the use of MBP approaches across the GHT and confederation.
- Provide practical advice and support to key programme staff to translate Oxfam’s strategies into effective humanitarian programming, influencing and strategy development, adapted to specific contexts and issues and supporting an enabling organisational environment.
- Advise programme staff and managers on improving humanitarian programme quality to implement cash and voucher assistance (CVA) in the different sectors covered by the responses, as well as promoting multipurpose cash, throughout the programme cycle (assessment, planning, implementation monitoring and evaluation), including market analysis.
- Support the understanding and use of key analytical tools and frameworks related to cash and voucher assistance (CVA) and market analysis.
- Represent Oxfam at external fora on areas of work, influence the sector and contribute to broader influence of humanitarian sector as a whole. Represent Oxfam and/or ensure representation in coordinating with relevant government officials, UN agencies, other NGO staff, and relevant clusters during emergencies.
- Support the development of knowledge products including identifying and designing research programme learning, methodological guidance and communications products to inform programme and policy direction and build a sound evidence base to inform Oxfam’s development and humanitarian programming, lobbying, advocacy and influencing actions and resource mobilisation.
- Develop Oxfam’s work in core technical/thematic (and particularly the priority) areas of cash and voucher assistance (CVA), drawing on learning from Oxfam’s work, and promote this externally. Share best practices and lessons learned thematic areas in external platforms, and lead the development, refinement and dissemination of external materials.
- Provide technical input to support Affiliate Programme Funding Departments with proposal development.
- Engage regional and country line management on their strategies for the growth of cash and voucher assistance (CVA) in humanitarian programmes for better quality.
- Foster an appropriate working culture built on Oxfam’s values, respectful and cognisant of power imbalances internally and between Oxfam, our partners and the communities we serve.

Other

- Eager and required to adhere to Oxfam’s principles and values as well as the promotion of gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

PERSON SPECIFICATION

Most importantly, every individual in Oxfam needs to be able to:

- Live our values of **INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY** (read more about these [here](#))
- Ensure you commit to our **ORGANIZATIONAL ATTRIBUTES** (including adhering to the Code of Conduct):

1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression

2. Be committed to undertaking Oxfam’s safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.

as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- Self-Awareness
- Relationship building
- Influencing
- Knowledge and demonstrated commitment to Oxfam's values, mission and work.
- Knowledge and understanding of global justice, social change, women's rights and gender equality and commitment to delivering humanitarian work through feminist principles.
- Advanced education in finance, humanitarian, development, economics, sociology or other related field. Extensive relevant experience may substitute for education but not vice versa.
- Significant practical experience in multiple humanitarian emergencies in designing, setting up, and implementing CVA and MBP, including experience in carrying out market and multi-sectoral assessments.
- Extensive experience in providing advisory support to both senior managers and programme staff, and proven ability to facilitate learning, knowledge management, and high-quality programming.
- Experience and knowledge of the international humanitarian sector, including knowledge of humanitarian standards and guidelines related to CVA and MBP, and solid professional networks.
- Experience capacity building across different cultures and with people of varying educational backgrounds.
- Proven ability to develop effective relationships at a distance and deliver high quality remote management, guidance and support.
- Enhanced collaboration and networking skills; representational, diplomatic and advocacy skills to enable the post holder to operate effectively as a member of Oxfam teams and external networks.
- Sensitivity to cultural differences, and the ability to work and communicate in a wide variety of cultural contexts.
- Understanding of working with communities in emergency response, incorporation of gender and diversity, and proven commitment to integrating these concepts in programme implementation.
- Fluent written and spoken English.
- Willingness to travel at short notice, for up to 6 weeks at a time, and often in difficult circumstances, with total travel during the year of about 12 weeks.

Desirable

- Knowledge of French, Spanish or Arabic
- Knowledge of emergency food security and livelihoods, social protection, anticipatory action, WASH, and/or protection programmes/structures

SAFER RECRUITMENT

Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.