

“Program Manager” Job Description

# Brief description of Oxfam

Oxfam is committed to ridding the world of poverty and injustice. We have a conviction that people can build a livelihood without poverty on their own, once given the chance to do so. Which is why we support local projects in developing countries, why we lobby governments and companies to consider the interests of the poorest people, and why we campaign to involve citizens in our work. We work together with other Oxfam affiliates to increase our impact on development and humanitarian work.

Oxfam’s vision for Tunisia is that citizens, especially women and youth, are active to reduce gender and socio-economic inequalities in a framework of rule of law and an accountable state. The strategy focuses on gender justice, economic justice, and civic space.

# Job Purpose – Key Responsibilities and Accountabilities for the Program coordinator-

We are looking for an experienced **Program Manager** to organize and coordinate an AICS funded project called *SUMUD – Resilience, innovation and sustainability for the Tunisian micro-small-medium enterprises in the agriculture, crafts and tourism sectors*. You will provide strategic guidance to teams and coordinators in ways that promote Oxfam culture and approach. You will also oversee the progress of operations and financial analysis.

The ideal candidate will be an excellent team player and will have experience in managing staff of different disciplines to produce results in a timely manner. He/she will also be able to develop efficient strategies and tactics with the team members in changing and challenging context.

**SUMUD Project**

The SUMUD initiative aim at sustain the Tunisian micro, small and medium-sized enterprises (MSMEs) and social enterprises (Ses) operating in tourism, crafts and agriculture in order to increase their resilience in the face of the economic crisis affecting the country, made even more acute by the Covid19 pandemic, as well as their ability to contribute to more inclusive and sustainable economic development. The intervention logic aims to create employment and sources of income through support to the private sector and the development and strengthening of regional and local public authorities and civil society. The Governorates selected for the implementation of the Action are **Sfax, Mahdia, Siliana and Tozeur**, indicated as priorities by the Ministries of Agriculture, Tourism and Crafts and characterized by the strong presence of MSMEs.

The project will focus on implementing activities along three pillars:

**1.** Implementation of a **technical and financial support programme** for Tunisian MSMEs and social enterprises with the aim of supporting them in developing innovative and crisis adaptation strategies that strengthen their resilience and sustainability, as well as their social and environmental impact.

**2.** Implementation of a **participatory local development strategies, will promote socio-economic and employment generation plans** for young people and women with the active participation of local authorities, in order to strengthen their technical skills in the field of participatory governance and in order to develop territorial policies for inclusive work.

**3.** Implementation of **awareness-raising and advocacy** actions in order to promote regulatory and operational changes on the theme of decent working conditions and inclusive work.

**Consortium**

The action is the result of the consolidated collaboration between five local and international organizations (**Oxfam, AVSI Foundation, Tuscany Region, SHANTI and APAD**-Association for Sustainable Agriculture), capable of mobilizing complementary and transversal skills in the field of socio-economic development.

# Area of expertise

Program management, Economic Justice Themes, Support and Capacity Building for MSMEs and SEs, Advocacy and Influencing Campaigns, Sustainability post project.

# Strategic & Leadership:

* Provide strategic leadership and direction to the program and ensure that targets and objectives are achieved in line with program proposal, donor rules, regulations, and guidelines.
* Responsible for the overall successful management and implementation of the AICS funded program, including the successful implementation of the partner organizations’ activities,
* Give strategic steer to the partners team to effectively plan, implement, monitor and evaluate their work, as well as undertake field visits to project sites.
* Work closely and regularly with all relevant stakeholders.
* Report the substantive programmatic and financial progress to the Consortium Leader, to the program steering committee, management unit and thematic team members.

**Influencing and advocacy strategy development**

* Collect influencing priorities for the project period and beyond,
* Conduct periodic context, power and stakeholders' analysis with relevant actors, in order to identify keys national moments and influencing opportunities,
* Develop tools and guides related to advocacy and influencing to be used by the project team and partners,
* Map of existing advocacy and influencing dynamics at a national and local levels, and keep track records of experiences and lessons learned,
* Oversee the development of thematic advocacy and influencing strategies and action plans with identified allies and existing networks
* Ensure the follow up of the advocacy and influencing strategies with partners and other stakeholders,
* Oversee research and policy work conducted under the project activities.

# Implementation & Capacity Building:

* Oversee and develop the overall program’s plan.
* Ensure implementation of Oxfam and donor’s (where relevant) operational policies, procedures and guidelines in all aspects of program work.
* Ensure the proper implementation and review of the Monitoring, Evaluation, Accountability and Learning (MEAL) framework with the MEAL team
* Ensure the use of MEAL and gender mainstreaming tools for advocacy and influencing related activities
* Assist with the evaluation of the impact of the advocacy campaign and influencing and in developing corrective measure.
* Mentor and monitor the progress and quality of the program,
* Take final responsibility for timely and quality submission of project annual plans and reports; Oversee the program budget, liaising directly with finance staff.

# Visibility, Communication and Networking -

* Encourage and coordinate learning and capitalization processes between the various Program partners as well as with other relevant partners and stakeholders.
* Ensure the knowledge exchange and synergies with other economic justice program and project in Tunisia and in the region.
* Actively network with relevant stakeholders and peer organizations, working groups to develop and implement joint initiatives and advocacy events at local, national and international level(s).

# Technical Skills, Experience & Knowledge –

**Essential:**

* Master degree in a relevant field required (social sciences, political sciences, management, business administration) or extended relevant experience in related fields and jobs. In lieu of an Advanced degree, a Bachelor’s university degree with four additional years' experience may be considered.
* Demonstrated experience in working with and supporting projects with MSMEs and SEs, private and public sector in Tunisia (Municipalities, policy makers)
* Knowledge of the ecosystems of the MSMEs with a particular focus on enterprises working on the agriculture, tourism and handicraft sectors.
* Demonstrated experience in design and implementation of influencing strategies, advocacy actions, capitalization process and dissemination plans.
* Demonstrated experience in organization and facilitation of workshops, round tables and lobby meeting with relevant stakeholders.
* Commitment to human rights principles and Oxfam values and mandate
* Sensitivity to cultural differences, and the ability to work in a wide variety of cultural contexts.
* Minimum of 7 years of relevant and progressive experience in program/project design, management, and implementation of relevant programs/projects.
* Strong understanding of economic strengthening programming, with strong knowledge of the Enterprises and social Enterprises context and challenges in Tunisia
* Previous experience in managing field teams,
* Experience in coordinating complex national programs in Tunisia or/and in the MENA region.
* Have a results-oriented approach.
* Fluency in French and Arabic, both verbal and written. English is an asset.

# Desirable:

* Understanding and passion on involving youth and marginalized groups in a meaningful way within the planning and implementation of this program.
* Sound understanding of monitoring, evaluation, accountability, and learning (MEAL) principles and practice.
* Strong communication and influencing skills, with proven ability to build relationships and partnerships with a diverse range of local, national, and international stakeholders.
* Experience managing projects which include good governance action with public authorities / municipalities.
* Experience of working with partners and with establishing partnerships with national/local actors.
* Experience in integrating gender into project/program cycle.

# Optional:

* Experience implementing and managing AICS grants/contracts (reporting, compliance, communication, etc.) and familiarity with AICS foreign policy and practice.

Interested individuals must apply on the following link before December 9th 2022: <https://jobs.oxfamnovib.nl/job-invite/12643/>

In case further clarifications are need before the applications submission date, please do not hesitate to contact us via email.

# Applicants from diverse backgrounds and nationalities based in North Africa or elsewhere in the MENA, and/or have proven experience in this region, are encouraged to apply.

Only shortlisted candidates will have their application acknowledged.

***Oxfam is an equal opportunity organization***