

Oxfam supports people worldwide working together to defeat the injustice of poverty. Together we save, protect and rebuild lives. We won't stop until every person on the planet can defeat poverty or any type of inequality or discrimination. We are an international confederation of 20 organizations working together with partners and local communities in the areas of humanitarian and development programming and campaigning, in 67 countries. All our work is led by three core values: empowerment, accountability and inclusiveness. Want to read more about our values?: [click here](#).

We are looking for a:

PROGRAMME MANAGER “Voice”

Duty station: **Ideally in a Voice focus country¹ with regular travel to the Netherlands or in the Hague, the Netherlands**

Type of contract: **National**

Work schedule: **Full-time**

Reports to: **Manager Equal (Championing Civic Space), Oxfam Novib**

Salary & Scale: **International Grading C1**

Contract duration: **1 year renewable**

Start date: **As soon as possible upon signing of contract**

What is Voice?

Voice is an innovative grant facility to support rightsholders and groups facing marginalisation and discrimination in their efforts to exert influence in accessing productive and social services and political participation. Voice operates in contexts where civic space and power is shifting at a fast pace, and often closing rather than opening. Where rightsholders face challenges in achieving their dreams to progress towards a better, more inclusive world. Voice is implemented in ten countries in Africa and Asia.²

This initiative from the Netherlands Ministry of Foreign Affairs, is implemented by a consortium of Oxfam Novib and Hivos. For more information, please visit www.voice.global.

OBJECTIVE OF THE POSITION

Key responsibilities and tasks

The Programme Manager should be an inspiring leader who embraces the vision and innovative character of Voice and is deeply committed to its guiding principle of Nothing about us Without Us or NOW-Us! S/he/they leads and guides Voice strategically and operationally. S/he/they is accountable to uphold Voice values and principles. S/he/they is end responsible and accountable for the delivery and quality of the overall programme results. S/he/they operates as the account manager for external donors and other stakeholders and represents the programme on all levels with regard to the results in policy, advocacy, amplification, expertise & learning; both internally and externally.

Result Areas

- Programme Leadership (>10M€ / year budget management);
- Management of Consortium Partnership;
- Management of Donor Contract Relationship;

¹ Mali, Niger, Nigeria, Kenya, Uganda, Cambodia and the Philippines are the available locations.

² In addition to the above-mentioned countries Laos, Tanzania and Indonesia are also Voice focus countries.

- Programme Planning and Reporting;
- Programme partnership development
- Programme Ways of Working and Delivery;
- Programme Accountability and Learning;
- Programme innovation and rightsholder led approaches
- Team Management (at present the Programme Manager line manages 6 staff members, 2 in the Netherlands and 4 in Africa and Asia.)

Main tasks

1. Leads adaptive programme management process at strategic and operational levels and leads a participatory and inclusive Voice planning process;
2. Leads external positioning of Voice as an innovative grant facility including exploring new strategic partners;
3. Leads the Coordination Team, providing strong strategic direction for Voice based on the Theory of Change; leading and inspiring the team to translate the Voice values and principles in the ways we work and engage;
4. Leads an exploration of future scenarios for Voice beyond 2024 including reaching out to potential (new) donors and partners;
5. Represents Voice effectively to the donors, Steering Committee and Advisory Board;
6. Manages Consortium relationships, enabling effective teamwork across the consortium and countries, including coherent planning and management of activities;
7. Responsible for delivering Voice operational account/contract management with donors, including compliance and impact evaluation;
8. Oversees Voice management, monitoring and reporting systems, including financial and progress reporting against results framework and planning;
9. Assures compliance with the Voice processes for grantee selection and management;
10. Catalyses internal and external knowledge exchange around Voice's linking, learning and amplification to generate continual improvement of grantee sourcing, support, results and positioning;
11. Is an ambassador for the Programme's Monitoring, Evaluation and Learning processes and outputs;

KNOWLEDGE, SKILLS AND EXPERIENCE

Requirements (essential)

1. S/he/they believes in / embodies what Voice stands for, is inspired by Voice's vision and is willing to be accountable to its values and principles.
2. More than 10 years of experience in management, fundraising and supervision of donor-funded projects;
3. Experience with managing a large fund is required; experience with grantmaking is highly desirable;
4. More than 5 years of relevant international work experience in Africa and/or Asia;
5. Professional expertise and up to date knowledge on social inclusion, marginalization and lobby and advocacy;
6. Able to translate external trends and innovative practices into programme strategy;
7. Strong communication skills, both in public speaking and in effective use of social media
8. Experience in applying an adaptive management approach;
9. Master's degree (or equivalent) in international development, political science, public administration, or another relevant field; Particular attention will be given to the relevant work experience of the candidate.

10. Proven leadership skills, based on vision, inspiration, trust and influence rather than hierarchy; commitment to an inclusive and participatory way of working;
11. Highly skilled in external relationship management, a broker, including with grantees and donors, government and the wider governance and accountability field;
12. Strategic thinker, able to link operational learning to wider programme outcomes;
13. Imaginative, able to make unorthodox connections and proposals to solve challenging problems; innovative and able to think 'out of the box';
14. Full professional proficiency in English with demonstrably excellent written and verbal skills, French proficiency is highly desirable;
15. Able and willing to travel regularly. Reasonable accommodations will be offered where needed.

WHAT WE OFFER

This position has been graded as C1 according to Oxfam salary scales. We are committed to providing a fair salary and benefits package commensurate with the responsibilities of the role. It will be aligned to and fit within the local salary scale of the country where the post will be based.

RECRUITMENT PROCESS

The recruitment will have two rounds. The recruitment team will include representatives of Oxfam Novib and Hivos, the Voice Coordination Team, a Voice Country Team and the Voice Advisory Board. We are committed to ensuring an inclusive recruitment process so please let us know what reasonable accommodation we need to make for you.

HOW TO APPLY

Are you a national of any of the ten Voice focus countries? Do you have the right to work in at least one of the seven Voice focus countries or in The Netherlands where the post could potentially be based? We particularly welcome and encourage applications from candidates who self-identify as coming from Voice's rightsholder groups and we will make reasonable accommodations. (Voice's rightsholder groups are ethnic minorities and indigenous people, people with a disability, youth and the elderly, LGBTQI+ persons, and women facing violence.)

Should you have questions or need more information about the vacancy, do not hesitate to contact Catherine Essoyan at catherine.essoyan@oxfamnovib.nl or Nicolette Matthijsen at nicolette.matthijsen@oxfamnovib.nl. You are also welcome to contact Marinke van Riet, the current Voice Programme Manager at Marinke.van.Riet@voice.global for further information about the programme. Here is a link to her recent blog and her motivations to vacate the role <https://voice.global/blog/because-representation-matters/>

The deadline to receive applications via the link below is 2 April 2021 for internal applicants and final deadline is 9 April 2021 for all applicants. We are recruiting for this important role both internally in Oxfam and Hivos and externally at the same time.

In case of equally qualified candidates, the internal candidate will be given preference.

<https://career2.successfactors.eu/sfcareer/jobreqcareer?jobId=8744&company=OxfamNovib>
[P](#)

Acquisition on the occasion of this vacancy is not appreciated.