

## HEAD OF PUBLIC ENGAGEMENT AND INFLUENCING

JOB DETAILS	
<b>LOCATION:</b> Bamako, Mali with regular field visit in Oxfam intervention area	<b>CONTRACT TYPE:</b> Fixed term <b>National Position</b>
<b>JOB FAMILY:</b> Programme	<b>ONE OXFAM GRADE :</b> C <b>ZONE:</b> 1
<b>DEPARTMENT:</b> Development Programmes and Influencing	<b>TEAM:</b> Development Programmes
<b>SALARY:</b> According to OGB Mali	<b>HOURS: (FTE):</b> Full-time 40 hours per week
<b>FLEXIBLE WORKING:</b> This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage	
<b>COMMITMENT TO DIVERSITY AND INCLUSION:</b> We are committed to ensuring diversity and gender equality within our organization.	
<b>DEPARTMENT PURPOSE:</b> Inclusive and accountable governance systems protect human rights and our planet <b>TEAM PURPOSE:</b> Public Engagement and Influencing, Accountable Governance, Just Economies <b>JOB PURPOSE:</b> Provide overall management and leadership to the Oxfam Mali Accountable Governance, Just Economies actions, in accordance with Oxfam International standards and in coordination with the technical leads	
<b>JOB REPORTS TO</b>	Head of Programmes
<b>ROLES REPORTING TO THIS JOB</b>	All Development Project Managers
<b>BUDGET RESPONSIBILITY</b>	Oversight of all development projects' budget
<b>GEOGRAPHICAL SCOPE</b>	Mali country
<b>IMPACT</b>	<u>Contacts, communication, advice, and consequences:</u> <ul style="list-style-type: none"> <li>Represent Oxfam at external fora on areas of work, influence the sector and contribute to broader influence of developments as a whole.</li> <li>To track development information, learning and knowledge developed in</li> </ul>

	<p>responses, research and global fora and ensure these are actively shared and managed internally and externally</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Represent Oxfam and/or ensure representation in coordinating with relevant government officials, UN agencies, other NGO staff, and relevant clusters during emergencies.</li> <li>• Develop Oxfam’s work in core technical/thematic (and particularly the priority) areas of accountable governance and just economies actions, drawing on learning from Oxfam’s work, and promote this externally</li> <li>• Share best practices and lessons learned thematic areas in external platforms, and lead the development, refinement and dissemination of external materials.</li> <li>• Provide technical input to support Programme Funding Department with proposal development</li> <li>• 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.</li> </ul>
<p><b>KEY STAKEHOLDERS</b></p>	<ul style="list-style-type: none"> <li>• Daily interaction with Oxfam Mali Business Support Department, Business and Programme Development Department, others Oxfam programmes</li> <li>• Oxfam representative: NGOs, INGOs forums, Development actors, government institutes, etc.</li> </ul>
<p>KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)</p> <p><b>Strategic Leadership of Public Engagement &amp; Influencing Unit</b></p>	

- Lead in the development and implementation of country Accountable Governance and Just Economies programmes strategies and the coordination of periodic operational plans and budgets of the country and its programs, monitoring progress towards achieving program objectives - also measures outcome and impact against recognized indicators;
- Develop long-term vision and strategic planning, long-term research strategies to achieve significant impact on Oxfam's public engagement and influencing work from programming, research, policy and advocacy;
- Lead the development of proposals, concept notes/EOIs, budgets and ensure the implementation of Accountable Governance and Just Economies programmes, in existing geographical programme areas and in new areas as required;
- He/she will be responsible for fundraising and ensuring projects/programmes accountability to Oxfam in CLT, donors and other stakeholders as required;
- Build influential relationships and develops networks for effective change, both internally and externally, and is committed to maximizing our influencing capability;
- Lead and coordinate the development of Oxfam Mali's Public engagement and Influencing Strategy that embodies the One Oxfam's Program Approach addressing inequality in the food system, on gender, and rights in crisis and addressing transparency in public and private governance systems in line with a new and highly complex environment;
- Accountable for ensuring that appropriate tools and technology are in place to allow a strong flow of positive and consistent programme content to influence and communicate with internal audiences and external stakeholders including but not limited to government, media, donors, nongovernmental sector and supporters;
- Lead on synergy on all Oxfam's Mali Public engagement and influencing element of work ensuring that they build on each other both geographically and thematically;
- Lead and provide strategic oversight of Oxfam Mali's public engagement and influencing with the objective of bringing about public engagement, influencing and practice changes aligned with Oxfam's Strategic Plan and which ultimately achieve positive and lasting change in people's lives;
- Oversee the design, implementation, monitoring and evaluation of strategies and projects with a public and WIN focus;
- Responsible for identifying policy gaps and opportunities to affect change within or through the Mali Government, and directing the development of policy in priority areas of Oxfam Mali's work
- Provide specialist technical advice on:
  - Political context and relevant policies of major political parties
  - Public Service and operations of specific government departments and agencies;
- Ensure consistency with best practices in public engagement and influencing across programs at the national, regional and local levels; ensure a direct link between Oxfam Mali's programme work and our media coverage through familiarisation with Oxfam's work on the ground and the development of stories to be used in media work for advocacy, campaigns and fundraising;
- Develop work practices and procedures for, and oversee the preparation of meeting requests, briefing papers, submissions and general correspondence.

### **Program and Partnership Design and Management**

- Actively work with programs/projects and partners to build research capacity of Country Program teams and Partners' staff and develop effective, evidence-based campaigns;
- Lead the development and management of projects and programs in order to create verifiable social impact and value for money for Oxfam and the funding donor;
- Ensure Oxfam quality and compliance standards and the integration of good practices in programmes, Public Engagement and Influencing in close liaison with Oxfam's technical advisers in the regional platform and affiliates headquarters;
- Ensure Oxfam's gender justice and gender mainstreaming in the full cycle of project and program management and guarantee verifiable result achievement related to Oxfam's gender objectives;
- Support implementing partners in their capacity to implement projects and achieve results;

- Develop and facilitate cooperation with civil society organizations (including non-implementing partners), the private and public sector, media, philanthropic, academic and other knowledge institutions;
- Coordinate and mobilise technical support for program and project partners and ensure high quality of programming;
- Support extensive networks that promote Oxfam's work in the thematic areas related to this position. Especially deepen the collaboration with private and public actors towards a greater impact of programmes;
- Ensure synergies between the programmes and other Oxfam initiatives on transparency and accountability in Mali as well as within the region and on global level;
- Represent Oxfam at the various coordination platforms at national and regional levels ensuring compatibility with overall commitments and policy/project priorities.

### **Communication and Relationship Management**

- Identify and establish opportunities for engagement with and influencing of the public, media, press and senior public servants to further Oxfam's influence agenda;
- Represent Oxfam in Mali and establish strong and productive relationships with key stakeholders, across the Mali Government including ministers, public servants, parliamentarians and their staff;
- High level liaison with staff in Oxfam Mali, international affiliates and external partners to develop and contribute to policy priorities and strategies for influencing political change;
- Provide strategic advice and facilitate the planning of events targeted at, or for the benefit of, public, government representatives, media or partners;
- Oversee the collection, collation and reporting of all information relevant to Oxfam Mali's public engagement and influencing, including the establishment of an effective digital database and website;
- Represent Oxfam in Mali as appropriate on internal and external bodies, working/steering groups external contacts in meetings with networks, alliances, institutional/government officials on wide range of research topics, and acting as key external spokesperson including contribute to relevant Oxfam International groups and fora as required;
- Act at all times in the best interests of Oxfam Mali while continually promoting the vision and mission within all sections of the community as well as the media and/or at appropriate events as required;
- Be accountable for internal communications regarding Public Engagement and Influencing and support the organisation's internal communications strategy as appropriate.

### **Financial management**

- Direct responsibility for providing oversight in the management of project budgets under this department;
- Manage all revenue streams related to public engagement and Influencing to maximize contributions to Oxfam;
- Responsible for formulating, managing and monitoring an annual budget to facilitate Oxfam Mali's programme;
- Support the country office in identifying funding priorities that can support delivery on key income targets and determine appropriate distribution.

### **Leadership & People Management**

- Proactively contribute to the extended Country Office's leadership team as an important member of the team; working with thematic teams to champion change in the way we relate to the public;
- Manage the operations and output of Oxfam Mali's Public Engagement and Influencing priorities;
- Provide general advice to, and build the capacity of, staff, partners and coalitions in relation to public engagement and Influencing, as required;

- Manage the Public engagement and Influencing team to deliver on the OCS, providing leadership, Inspiration and guidance and ensuring that the management of the team is in line with Oxfam's HR policies and procedures;
- Provide people line management, including performance management of Public engagement and Influencing staff;
- Motivate and develops staff by empowering and inspiring them to want to do things, providing appropriate coaching and mentoring supports, acting as a role model for behavior;
- Provide challenging and stretching tasks or assignments and provide coaching to support staff in meeting those challenges;
- Be a team player on Oxfam Country Management Team and the wider office;
- Other related duties as delegated.

## **ESSENTIAL**

- Master degree in the Humanities, Social Sciences, Administration, Development, Public Policy, Administration or a relevant subject/skill;
- Minimum of 8-10 years' experience in leading and providing strategic oversight of public engagement and influencing with the objective of bringing about policy and practice changes;
- In-depth understanding of the economic, political and social causes and dynamics of poverty, vulnerability and inequality and a familiarity with policy issues related to the creation or reduction of poverty, vulnerability and inequality;
- Ability to analyse, interpret and act on complex information from varied and diverse sources;
- Delivery orientation and ability to inspire and work collaboratively and build cohesive relationships with others to achieve outcomes;
- Identifying and establishing opportunities for engagement and influencing with various stakeholders with the view to being able to influence an organisation's agenda;
- Comprehensive understanding and experience of advocacy and campaigning tools and techniques;
- Well-developed conceptual, critical, and analytical thinking with the ability to convey complex information in a straightforward way and influencing this to a wider audience;
- Demonstrable experience of working across complex organisations and managing internal and external stakeholders to get the best outcome;
- Knowledge of Africa and global media; Ability to apply knowledge of internal and external environment to complex media and reputational issues;
- Strong interpersonal and representation skills including good teamwork, and experience of working in multi-cultural and virtual teams;
- Personable and professional approach when working with others internally and externally;
- Excellent interpersonal and communication skills written and verbal (French and English) and the ability to write clear, concise reports including effectiveness in representation and the ability to translate policy into clearly written material for decision-makers;
- Commitment to Oxfam's overall aims and policies and experience of promoting women's rights and the interests of marginalized people in all aspects of Oxfam's work.

## **PERSON SPECIFICATION**

- Ability to demonstrate sensitivity to cultural differences, gender and protection issues, as well as the commitment to equal opportunities

- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women’s rights, and diversity for all aspects of development work.
- Commitment to undertake Oxfam’s safeguarding training and adherence of relevant policies to ensure all people who come into contact with Oxfam are as safe as possible
- Accountability – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions
- Empowerment – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen
- Inclusiveness – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences
- 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 as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

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.

## EXPERIENCE, KNOWLEDGE & COMPETENCIES

**Self Awareness:** able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes. We self-moderate appropriately to different context thereby optimizing our ability to achieve goals.

**Humility:** Put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization. We work to achieve goals together not just individually.

**System Thinking:** view problems as parts of an overall system and our contributions to change in relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage intended and unintended consequences of organizational decisions and actions.

**Strategic Thinking and Judgment:** use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.

## DESIRABLE

- Knowledge or appreciation of Mali in terms of its political, economic and social trends plus a good understanding of the key development and humanitarian issues in the region.
- Ability to influence and liaise effectively with key stakeholders, such as military, local authorities, etc;
- Good interpersonal, influencing, diplomacy negotiating skills;
- Adaptable and resilient, with previous experience of, and willingness to accept, high-risk, insecure contexts, restricted movements and basic living conditions, shared with colleagues;
- Sympathy with the aims and objectives of Oxfam International;

## 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.