

# FUNDING COORDINATOR

## Oxfam in Africa (OiA)

JOB DETAILS	
<b>LOCATION:</b> Flexible in Africa Region. Any country with an Oxfam office/presence (Sénégal, Ethiopia, Kenya preferred), subject to being able to establish a contract of employment directly or via hosting affiliate	<b>CONTRACT TYPE:</b> Fixed term 4 years contract
<b>INTERNAL JOB GRADE:</b> C1	<b>DEPARTMENT and TEAM:</b> Oxfam in Africa, Programs and Influencing Department, Business Development Team
<b>SALARY:</b> In line with Oxfam pay range	<b>HOURS (FTE):</b> Full time (subject to location)
<b>FLEXIBLE WORKING</b> <i>We believe flexible working is key to building the Africa Platform of the future, so we're open to talking through the type of flexible arrangements which might work for you.</i>	
<b>COMMITMENT TO DIVERSITY AND INCLUSION</b> We are committed to ensuring diversity, equity, inclusion, and representation within our organization. We believe in equality of opportunity regardless of race or racial group [including colour, nationality, ethnicity, national origins], religion or belief, age, disability, sexual orientation, gender identity, marriage and civil partnership, pregnancy, maternity, and paternity.	
<b>DEPARTMENT PURPOSE:</b> Oxfam in Africa (OiA) embraces all the Oxfam stakeholders' entities (countries, clusters, advocacy offices and affiliates) on the continent and seeks to enable and enhance impact through collaboration and integration. The <b>Africa platform</b> will contribute to deliver Oxfam's impact and Influence in Africa. The plural and robust leadership team will represent the different Oxfam stakeholders in the continent. It will include the Oxfam in South Africa (OZA) Executive Director (as the only affiliate currently in the continent and the new ones will be included in due time), the Country Directors, SAF Cluster Director from the programmes in Africa who will be leading on specific themes / priorities within Oxfam in Africa and the Africa Platform Senior Leadership Team (SLT). There will be collaboration with the North Africa cluster but no direct management relationship	
<b>TEAM PURPOSE:</b> Institutional Funding is a key funding source for Oxfam, accounting for half the global revenue and 80-90% of funding for program in countries, clusters, regions, and Southern Affiliates. Oxfam's relationships with the bilateral, multi-lateral agencies and emerging donors are critical to supporting our program. To engage effectively with these organisations Oxfam has an established global architecture that mirrors its key institutional relationships, builds stronger partnerships, and delivers greater impact and influence at country, regional and global levels. This operational architecture also enables Oxfam to more readily pursue multi-country / regional	

opportunities that are increasingly offered by institutional donors to address transnational issues such as migration, climate change, natural disasters, and conflicts. Humanitarian crises which often cross-national borders also require standing capacity at regional levels to mobilise resources most effectively.

The **Business Development team** will provide strategic leadership on resource mobilization for and in Africa. It will be responsible for delivering diverse income to Africa through growing funding, influence, collaborations, and impact across countries and cluster in Africa, sometimes by multi-country programmes that will now be facilitated with this entity.

**JOB PURPOSE:**

The Funding Coordinator will professionalize efforts to seek out funding opportunities, develop proposals, and successfully close funding through government and multilateral donors and partners.

The Funding Coordinator will be the relevant research expert to develop strategies and approaches that will respond to donor requests. The incumbent will manage the proposal process, drawing on and working closely with Oxfam’s institutional funding team alongside the country program team.

The Funding Coordinator will be assigned for short-term missions with the aim of providing flexible support to a specific country office to produce quality donor proposals or reports, in coordination with colleagues from the program department.

<b>ROLE REPORTS TO</b>	Business Development Manager
<b>ROLES REPORTING TO THIS POST</b>	NA
<b>BUDGET RESPONSIBILITY</b>	TBC

**KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)**

**Qualitative contract management and development support for Oxfam’s country programs**

**Planning/Strategy**

- Support Business Development Manager in operationalization of Funding Strategy
- Support and identify new funding opportunities (diversify funding streams where appropriate), conduct donor mapping and develop a donor engagement plan.

**Financing coordination**

- Coordinate effectively with Oxfam in Africa and other Oxfam entities at confederation levels to ensure overview and adequate support for proposal development, contract management, reporting submissions and liaison with donors
- Establish and maintain key funding documents such as pipelines, co-funding plans and reporting tracking tools

**Proposal development**

- Need-based support countries in the development and submission of high-quality concept notes and proposals
- Work effectively with colleagues from other functions, partner organizations, Oxfam affiliates and regional teams to jointly develop funding proposals
- Coordinate Multi Country Proposal Development

**Negotiation and management of contracts with lessors**

- Lead or support favorable negotiation of donor contracts in accordance with Oxfam policies and procedures
- Support program teams with contract management systems, grant initiation workshops, timely submission of quality donor reports, donor compliance and donor audits

**External mobilization**

- Facilitate Oxfam's engagement with donor agencies, partner agencies and other external stakeholders to identify funding opportunities, exchange information on programs and priorities, promote technical cooperation, to ensure regular communication and joint advocacy with the (I)NGO community and donors, to solve problems and help negotiate solutions
- Providing support to countries in donor engagement

**Champion the design and delivery of gender-responsive and inclusive projects that incorporate the principles of safe programming, partnership and feminism**

- Focal points for gender, MEAL and safe programming adequately review proposals, log frames, MEAL plans, budgets and reports prior to affiliate/donor submission
- Oxfam partners adequately review proposals, log frames, MEAL plans and relevant budgets before submitting them
- The work of Oxfam partners is properly highlighted in proposals and reports
- All proposals include a good quality protection risk matrix
- Consent is received (and recorded) for all relevant partner and grantee data shared through proposals and reports
- Ensure the commitment to communicating with donors on protection, appropriately and in a timely manner

**Leadership and capacity building of funding teams and country-based partners**

- Assess and build capacity of colleagues in planning, securing and managing earmarked funds using appropriate methodology
- Ensure country funding teams are familiar with safe programming requirements
- Ensure country funding teams have access to key Oxfam funding tools and know how to use them
- Support recruitment/succession planning processes to adequately resource country funding teams.

**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 behavior and your work. Be ready to keep learning, with accountability

2. Be committed to undertaking Oxfam’s safeguarding training and adhering to relevant

to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."

policies, to ensure all people who come into Oxfam are as safe as possible.

## EXPERIENCE, KNOWLEDGE & COMPETENCIES

### ESSENTIAL

- University studies preferably on any area linked with Cooperation for development, humanitarian, campaigns and political advocacy
- Background on Project cycle, formulation, project evaluation
- Demonstrable experience in the management of long term, advocacy and humanitarian projects, preferably in African countries.
- Significant management and coordination experience of proposals and narrative and financial reports (with different levels of complexity)
- Experience of working with donors present in the region (EU/ECHO, ASDI, GFFO, BMZ, UN...)
- Fluent: French and English (read, spoken and written)
- Availability to travel: up to 60% of your time<sup>1</sup>.
- Capacity to adapt to different context and teams (as the role will be deployed to countries on need-based).
- Training desired in Oxfam's thematic areas of specialization (Climate Justice, Humanitarian Action, Accountable Governance, Just Economies and Gender Justice)

### Other Competencies

- Flexibility, adaptation to change, evolution in complex and new environments
- Ability to interact with multiple internal and external stakeholders
- Planning and organizational skills
- Results oriented

*The most relevant Oxfam Leadership competences for this role*

- Self-Awareness
- Strategic Thinking and Judgment
- Decisiveness
- Influencing
- Mutual accountability

## SAFER RECRUITMENT

Oxfam is committed to preventing any type of unwanted behavior 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.

<sup>1</sup> This is not gap filling but support to country team  
OIA Funding Coordinator

