

JOB TITLE: Funding Coordinator for the Ebola Response in DRC

DIVISION / DEPARTMENT / LOCATION:

Goma or Beni with possible travelling to Ebola Response field locations

JOB FAMILY: Programme Funding

LEVEL: Global C1

OXFAM PURPOSE:

To work with others to find lasting solutions to poverty and suffering

TEAM PURPOSE:

To deliver on Oxfam's response to the Ebola Virus Disease (EVD) in the East of DRC through a strong community based approach. Community engagement is the core of Oxfam's outbreak response strategy placing the emphasis on establishing a good understanding of protection risks, gender and power dynamics to tailor activities to those at high risk; collecting and addressing real-time concerns and feedback of the affected population; supporting community-based alert systems and actions; and advocating for people's priorities and rights. Oxfam also works on providing WASH support to health facilities involving strategic partnerships with medical actors and health authorities.

JOB PURPOSE:

To lead on planning, securing, and managing program funding for Oxfam's Ebola response, as well as managing the relationship with donors, and the processes of proposal development and reporting to donors in collaboration with the response team.

REPORTING LINES

Post holder reports to: Ebola Response Manager

Staff reporting to this post: None

BUDGET RESPONSIBILITY: None

BACKGROUND:

DRC is currently experiencing the largest-ever reported Ebola outbreak declared in early August 2018. As of January 12th, there has been cumulatively, 634 confirmed cases. The continuous spread of EVD across urban and rural areas in two provinces, affecting 17 health zones – some of which are hard to reach and have limited access due to ongoing insecurity and the presence of armed actors – constitute a major public health risk. Community engagement is the core of Oxfam's outbreak response strategy placing the emphasis on establishing a good understanding of protection risk, gender and power dynamics to tailor activities to those at high risk, collecting and addressing real-time concerns and feedback of the affected population and advocating for people's priorities and rights, support community-based alert systems and actions. Oxfam also works on providing WASH support to health facilities involving strategic partnerships with medical actors and health authorities.

DIMENSIONS:

- Establish, develop and deliver on donor strategies.
- Impact institutional donor income and Oxfam reputation.
- Influence and negotiate with a wide range of people internally and externally.
- Work closely with other parts of the Oxfam confederation.
- Manage funding processes according to Oxfam fundraising standards, responsible for quality control of funding processes and communications, recommending changes to processes and advising on brand risk management.
- Provide professional support, advice and training to managers/budget holders/support services in their area of responsibilities.
- Resolve diverse problems particularly in the area of restricted funding.
- Work with information from a wide range of sources and in varied formats, related to restricted funding.
- Recommend changes to processes as required.

- Hold specific technical/professional knowledge of institutional funding from formal training and/or work experience.
- Problems are not repetitive, but are also not totally novel and occasionally are complex.
- Manage projects at department (and sometimes cross-department and cross-affiliate) level.
- Frequent negotiation and liaison with internal and external stakeholders, influencing significant external donor relations in the region and/or globally where appropriate.
- Representation in donor meetings and external relationships.

KEY RESPONSIBILITIES:

1. Planning/Strategy

- Lead or support on establishing and maintaining up-to-date the funding strategy for the Ebola Response;
- Identify new funding opportunities;

2. Funding Coordination

- Ensure effective coordination with Oxfam GB and other Oxfam affiliates at country, regional, and head office levels to ensure overview of funding, proposal submissions and donor liaison;
- Establish and maintain funding grids, proposal pipelines, and progress reports;

3. Proposal Development

- Lead or support the development and submission of high quality concept notes and proposals;
- Work effectively with colleagues in other functions, partner organisations, and affiliates to develop joint funding proposals;
- Coordinate with the Community Engagement and Gender Coordinator for the response to ensure that Oxfam's community engagement approach and gender and protection considerations are at the heart of our programme design and response;

4. Donor Contract Negotiation and Management

- Lead or support on negotiating donor contracts favourably in line with Oxfam's policies and procedures
- Support programme teams in contract management systems, grant inception workshops, timely submission of quality donor reports, donor compliance and donor audits;

5. External Engagement

- Facilitate Oxfam's engagement with donor agencies and other external stakeholders in order to identify opportunities for funding, exchange information about programmes and priorities, promote technical cooperation, ensure regular communications with donors, resolve problems and help negotiate solutions.
- Identify, assess and approach new donors or funding sources and represent Oxfam as required with donors together with relevant programme staff

6. Capacity Building

- Assess and strengthen the capacity of colleagues in the planning, securing and management of restricted funds using appropriate methodology, such as formal training, technical guidance, coaching and accompaniment.

7. Information Management

- Ensure that funding files, both electronic and paper, are complete and kept up-to-date
- Understand and maintain Oxfam GB's donor income database and other internal systems

SKILLS AND COMPETENCE:

- Extensive experience of writing quality proposals and reports
- Solid track record of planning for, securing and managing funds from institutional donors, such as DFID, ECHO, SIDA, OFDA and UNICEF;
- Ability to represent Oxfam to donors and other external institutions
- Experience of building the capacity of individuals and teams for resource mobilisation
- High level of numeracy, budgeting, financial reporting and IT skills
- Highly developed influencing skills
- Strong verbal and written communications skills and ability to analyse, use and communicate complex information to a wide range of audience;
- Excellent written and spoken English and French is essential
- Ability to work effectively with others in diverse team situations and proven ability to be flexible in demanding situations to achieve fundraising targets.
- Self-motivated, target-driven and a proactive approach to funding

- Ability to adapt to working and travelling at short notice in a challenging environment, in potentially insecure locations, with limited connectivity.
- Ability to manage time effectively, and adapt priorities to respond to changing demands and tight deadlines, across multiple time zones
- Minimum of 2 to 3 years' practical experience in similar positions. It is essential that some of this should have been in emergency programmes.

Desirable:

- Knowledge or experience of Oxfam's programme work

Contract duration: Position to start as soon as possible until the end of June with possibility of extension in case the Ebola response continues beyond that date.

Sending applications : maria.rengifo@oxfam.org