

Together we can beat poverty for good. Will you join us?

# JOB TITLE

## PHP OFFICER

**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 committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. 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.**

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.



## Shaping a stronger Oxfam for people living in poverty.

### ABOUT OXFAM

Oxfam is a global community who believe poverty isn't inevitable. It's an injustice that can be overcome. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

Oxfam GB is a member of the international confederation [Oxfam](#).

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### JOB PURPOSE

Provide technical support in designing and implementing public health promotion and community mobilisation activities in coordination with team leaders and public health engineers.

To effectively support PHP activities through planning, coordinating and implementing and monitoring Oxfam's emergency rapid responses.

## CORE DETAILS

**Location:** The position is based in Oxfam Al Turba Office, Taizz Governorate.

**Internal Grade:** D2 National

**Division** Technical- WASH team **Job** Programme  
**Family:**

**Contract type:** This is s fixed term Contract.

**Hours of work:**



40 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at interview stage

**This role reports to:** This role reports to PHE TL.

**Staff reporting to this post:** N.A.

**Annual budget for the post:** TBC

**Key relationships/interactions:** TBC

**Screening checks:** All successful candidates will be screened through [Refinitiv World-Check One](#) to comply with counter terrorism and financial sanctions regulations.

**References:** Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history.

**DBS checks (for roles based in the UK):** N/A

It is a requirement in the UK for a new DBS check at enhanced level for every new member of staff who works directly with, or has regular contact with, children or vulnerable adults in the UK (consistent with DBS guidance and relevant law).

## KEY RESPONSIBILITIES

### **Activities Implementation,**

- Coordinates all Hygiene Promotion activities according to strategy, proposals, budgets and plans at area level.
- In coordination with Taiz health offices organize, prepare, plan, and ensure conducting capacity building training for health staff on vaccinations / and volunteers engaged in the support to COVID-19 vaccination activities.
- Identification of the vaccination centres that will be targeted, prepare the list of PPEs required per each vaccination centre, and preparing the BoQs, procurement plan, and distribution plan.
- Select the CHVs, and conduct capacity building training to community health volunteers to awareness raising around vaccination in the targeted areas.
- Follow up the work implementation of community health volunteers' activities, prepare the CHVs implementation plan, and the implementation documents.
- Ensures adherence to Oxfam hygiene promotion technical guidelines and donor requirements in specific projects.
- Investigate and facilitate introduction of new technology, methods and approaches in order to improve the quality of hygiene promotion activities.
- Break down the annual operational plans for hygiene promotion into weekly, monthly and quarterly implementation plans at area level.
- Take lead in conducting hygiene promotion related assessments including PDM, KAP etc in coordination with the WASH team leader and M&E department.
- Monitor hygiene promotion activities, procurement and ensure there adhere to the implementation plan.
- Explore and work with different groups to find effective hygiene promotion approaches including drama shows, radio messaging and role plays etc.
- Advise the WASH team on the most effective hygiene promotion approaches in respective areas.
- Ensure that procurement, development and distribution of materials and equipment are timely and according to procedures

### **Programme planning, reporting, and documentation:**

- Compile hygiene promotion data from and share with relevant teams.
- Works with the PHE Officer to Prepare periodic progress reports and other documents as required by the WASH team leader.
- Manage hygiene promotion activities database.
- Provide weekly update reports
- Contribute PHP team planning meetings
- Reflect on programme experience to contribute to PHP /WASH learning review
- Provide regular and reliable narrative reports
- Contribute to the design, management, and communication of a responsible exit strategy / options
- To monitor and report to the management the community level key issues and security incidents that impacts to the staff and programme.
- Identify and request appropriate health promotion materials and equipment required for the project

### **Technical:**

- Prepare training materials for CHVs to conduct COVID-19 awareness sessions, and COVID-19 vaccination.
- In collaboration with other members of the WASH team, conduct assessments and baseline studies in order to identify WASH-related health risks and priorities.

- Collect and record both qualitative and quantitative data
- Use assessment data to inform the design of participatory and community based public health interventions appropriate for the local context and culture and as part of integrated WASH framework;
- Contribute in developing work plans and program activities to guide the implementation of PHP activities
- Kick start and supervise public health promotion and community mobilisation activities in a dynamic context around community needs. This includes the procurement planning and distribution of WASH related items;
- Work closely with the engineering team to mobilise the conflict affected community in the design, implementation and monitoring of WASH facilities;
- Contribute in the design, dissemination and monitoring of culturally appropriate IEC strategy and related activities;
- Conduct training of Oxfam community health volunteer, casuals and , partner staff in PHP and community volunteers on WASH basics, community mobilisation and dialoguing.
- Support the identification, training and mobilisation of community-based structures such as committees and community health volunteers and enable them to effectively undertake the hygiene promotion outreach and mobilisation activities in IDP camps / community.
- Work with PHE team leader in planning and implementing public health promotion and community mobilisation activities with volunteers and WASH committees to the wider community
- Ensure WASH committees and volunteers can supervise, manage and monitor the WASH facilities and mobilize IDPs/affected communities in taking action to improve high risk hygiene practices.
- Take initiatives to facilitate and Implement hygiene promotion interventions for specific target groups with particular focus on COVID-19 awareness, COVID-19 Vaccine hygiene practice, AWD/Cholera, and sanitation activities;
- Ensure that regular feedback to the CHVs, WASH committees and local authorities to ensure accountability and protection issues are taken into account;
- Prepare the list of the vaccination centres will be targeted in coordination with the health offices.
- Work with the MEAL team in developing monitoring forms and ensure consistent monitoring against key WASH and health indicators.
- Apply Oxfam’s minimum requirements on accountability to beneficiaries in the implementation of PHP activities integrate WASH with Other Oxfam programs
- Raise awareness and build capacity of community affected by the COVID-19, and conflict in adhering to Oxfam and international humanitarian standards
- To ensure that the programme take gender, protection issues fully into account. Ensure safe programming approach is undertaken at all stages of programme implementation.
- Ensure that all work carried out is sensitive to community needs, promotes participation and empowerment of community members, and that a system is in place to get feedback on process and impact of the program;

### **Staff Management**

- Manage casuals and CHV’s - set and agree their work and task objectives in accordance with work plans, approaches and standards
- Ensure that Community Health Volunteers and partners understand and apply health and safety rules and procedures
- Ensure that PHP staff members are aware of and abide by key internal and external protocols and principles (e.g. Code of Conduct, People in Aid, Oxfam’s draft sexual conduct policy).


Any other relevant tasks assigned by line manager within the scope of program implementation plan.

**Your commitment to Oxfam**

- Required to adhere to Oxfam’s principles and values as well as the promotion of gender justice and women's rights
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles

**Requirements:**

- University degree in Social studies or Public Health, Nursing, or related field.
- Practical experience working in Hygiene Promotion emergency relief programs with strong focus on community mobilisation.
- Knowledge and experience of undertaking assessments and analysing the results.
- Ability to present concise reports, reflecting the problems and possible solutions.
- Experience of undertaking training sessions
- Strong communication and interpersonal skills.
- A sound understanding of the importance of gender and participation in Humanitarian work.
- Able to travel to remote rural area including overnight staying.
- Excellent skills in monitoring implementation of program activities.
- Good English, both written and verbal
- Ability to work effectively under stress in emergency situations, in a leadership role
- Knowledge of different working standards and ethics including sphere.
- Ability to prioritize and commitment to meet deadlines.

PERSON SPECIFICATION	How this will be assessed? <sup>1</sup>			
<p> <b>Note to candidates:</b> Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct <a href="#">here</a>.</p>	Shortlisting	Interview	Presentation	Other <please specify>

<sup>1</sup> Whilst we make every effort to indicate how the candidates will be assessed against a criterion, this is subject to change and may be influenced by the quality of applications.

Key Organisational Attributes			
Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.		x	
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.		x	
Commitment to undertake Oxfam's safeguarding training and adherence of relevant policies to ensure all people who encounter Oxfam are as safe as possible		x	
Organisational Values			
<b>Accountability</b> – 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		x	
<b>Empowerment</b> – 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		x	
<b>Inclusiveness</b> – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences		x	
Oxfam Leadership Competencies			
(Note to managers: If you have already covered these through values and attributes, you do not need to complete this section. However, if you would like to include other Leadership competencies please include 2-3.)	Shortlisting	Interview	Presentation
			Other <please specify>
<i>Specify leadership competencies as relevant to the role e.g. Self-awareness, ideally 2-3 (Note: Please do not ask for multiple leadership competencies in one go)</i>		x	



Communication		X		
Self-awareness		X		
Relationship Building		X		
<b>Essential - Experience, Knowledge, Qualifications &amp; Competencies</b> (Note to managers: Please include up to max. 5 essential criteria)				
University degree in Social studies or Public Health, Nursing, or related field.	x			
Practical experience working in Hygiene Promotion emergency relief programs with strong focus on community mobilisation and have the capacity of undertaking capacity building training.	x			
Strong communication and interpersonal skills.		X		
Knowledge of different working standards and ethics including sphere and the WASH Cluster standards	x		x	
Able to travel to remote rural areas including overnight staying, to work effectively under stress in emergency situations, and in a leadership role		X	x	
<b>Desirable</b>				

## HOW TO FIND OUT MORE ABOUT US

- Find out more about our pay & benefits [here](#). Get a feel of what it is like to work at Oxfam [here](#).
- Look at our 'How to apply' section for helpful tips [here](#).
- Technical glitch? If you have any issues when submitting your application, please contact [recruitmentteam@oxfam.org.uk](mailto:recruitmentteam@oxfam.org.uk)
- We are unable to accept prospective applications, but you can sign up for our job alerts [here](#)
- External applicants: <https://jobs.oxfam.org.uk>, Internal applicants: <https://jobs.oxfam.org.uk/internal>
- Find out about everything we do [here](#).

## FOLLOW US



**Oxfam GB is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.**

## OXFAM LEADERSHIP COMPETENCY FRAMEWORK - For your information only.

Please use criteria in the 'Person Specification' section to demonstrate your suitability for the role.

Competencies	Description
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
<b>Influencing</b>	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
<b>Humility</b>	We 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.
<b>Relationship Building</b>	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
<b>Listening</b>	We are good listeners who can see where deeper levels of thought and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
<b>Mutual Accountability</b>	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
<b>Agility, Complexity, and Ambiguity</b>	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
<b>Systems Thinking</b>	We view problems as parts of an overall system and in their 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 well unintended consequences of organizational decisions and actions.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
<b>Vision Setting</b>	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
<b>Self-Awareness</b>	We are 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.
<b>Enabling</b>	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.