

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

PROTECTION ASSISTANT

PROTECTION DEPARTMENT

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](#).

OUR TEAM

The Yemen Protection Team work in close collaboration with Oxfam programme teams at the country office and field offices, as well with our local partners; to contribute to the effectiveness of Oxfam' protection work and humanitarian response in the country. Ensuring that Oxfam response is implemented in line with Oxfam's policies and protection guidelines, that includes the ICRC professional standards, the IASC guidelines in protection, along with sphere protection principles and other relevant guidance notes from the clusters, in order to ensure high quality response and impact.

JOB PURPOSE

To promote Oxfam' role and capacity, to deliver first- and second-line protection response, ensuring that Oxfam is in a better place to respond to the protection needs of the conflict affected - host and IDP communities in a timely and appropriate manner. This will be undertaken by following up Oxfam' protection country strategy with main focus on; improving the centrality of protection and the integration of protection and safe programming in Oxfam humanitarian response of WaSH and EFSVL, that includes the implementation of community-based protection activities.

CORE DETAILS

Location:	Yemen, Marib		
Salary:	Based on the salary grade scale of Oxfam		
Internal Grade:	E1 N		
Division	Protection Department	Job Family:	Programme
Contract type:	One Year Fixed Term Renewable		



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:

Senior Protection Officer or Program Manager in Marib office

Matrix Manager: Country Protection Manager

Staff reporting to this post:

Non

Annual budget for the post:

N/A

Key relationships/interactions:

Program staff in Marib field office, Country Protection Team, Programme Manager, etc.

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

The overall objective of this Post is to support in implementing conflict-sensitive and protection analysis, rights awareness within a community-based approach through, protection monitoring, facilitating access to services via information dissemination and referrals.

Technical

- The implementation of protection projects and activities, under the supervisor of the Country Protection team.
- Work closely with the program team and provide them with daily technical support, to ensure safe programming and do no harm in Oxfam response.
- Supporting Oxfam' local partners, specifically the protection partners and build their capacities on the protection work and other related fields or technical areas.
- Promote safe programming and conflict-sensitive approaches in Oxfam interventions.
- Support our local partners and ensure that they can provide individualized follow-up and safe referrals according to the protection minimum standards.

Programme Implementation

- Prepare and organize community consultations and community-based orientation sessions, in coordination with Oxfam team(s) and partners.
- Support the Programme Manager and Team Leaders to ensure appropriate integration and mainstreaming of protection through all programme activities
- Coordinate and organize regular internal mapping of services available in the area of intervention.
- Capacity building for Oxfam staff &CHVs on protection mainstreaming / principals to ensure integrating and designing projects accordingly.
- Establishing community-based protection committees and Improve internal protection capacity of the community and government authorities.

Advocacy and Research;

- Monitors protection issues affecting IDPs and host population in areas of operation, and conduct Rapid Protection Assessment to ensures the ongoing identification of persons with specific needs (e.g. women and children at risk, survivors or at-risk of gender-based violence, older persons, persons living with disabilities, etc.)
- Participates in updating the protection risk analysis for the protection threats and concerns (including GBV) that IDPs and Host Community are at risk of or encountering, or could face, due to Oxfam work.
- Support protection-related advocacy researches and surveys in coordination with the Protection Coordinator and the Policy team.

Coordination and communication:

- Develop lines of communication and close collaboration with the PHE, PHP and EFSVL teams and contribute to a coordinated humanitarian response
- Liaise with logistic and procurement to ensure protection activities have the required resources in good time. Complete and keep records of the necessary paperwork

- Build and maintain good communication and close collaboration with the local partners and authorities, in order to contribute to a coordinated humanitarian response.
- Attend the protection cluster meetings and other sub cluster meetings at the hub.
- Contribute to the development of the relevant Information, Education and Communication tools (leaflets, brochures, posters etc.) required, with support of the Protection Manager.


MEAL and reporting

- Conduct Site Visits to the intervention sites to ensure protection and humanitarian standards are adhered through direct observation or FGD
- Support and coordinate with MEAL Officers and assistants for baseline survey, post-distribution and other monitoring activities.
- Support country teams to ensure MEAL processes are engendered and include protection to ensure learning and protection issues are captured.
- Produce regular protection updates and field visit reports along with preparing the monthly reports
- Contribute and share inputs to Oxfam monthly Sitreps,
- Prepare weekly and monthly plans

OTHER duties and responsibilities requested by the line manager

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

PERSON SPECIFICATION	How this will be assessed? ¹			
 Note to candidates: 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 here .	Shortlisting	Interview	Presentation	Other <please specify>
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 come into contact with Oxfam are as safe as possible		x		
Organisational Values				
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		x		
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		x		

¹ 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. Page 6 of 10

Inclusiveness – 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		
Relationship Building		x		
Self-awareness		x		
Essential - Experience, Knowledge, Qualifications & Competencies (Note to managers: Please include up to max. 5 essential criteria)				
<ul style="list-style-type: none"> University degree in a relevant discipline (social science, psychology or any other relevant education profile). 	x		x	
<ul style="list-style-type: none"> Demonstrable experience (minimum 1 year) in working with communities in humanitarian, specifically experience on protection programs and activities that include referral, psychosocial support, child protection and community-based protection approach, etc.). 	x	x		
<ul style="list-style-type: none"> Good Experiences and knowledge on protection mainstreaming and providing capacity building trainings for the staff and local partners 	x	x		
<ul style="list-style-type: none"> Good understanding and knowledge protection concerns, including GBV issues in displacement, human rights, and international humanitarian law, do no harm, conflict sensitivity principles and ICRC standards and ethics for protection work. 	x	x	x	
<ul style="list-style-type: none"> Very good interpersonal and communication skills, particularly in networking, and working with communities, local civil society, partners and local authorities. 	x	x		

Desirable				
<ul style="list-style-type: none"> <i>Experience of effective community engagement and coordination among key actors in complex and challenging environments</i> 		x	x	

FOR INTERNAL USE ONLY:

DIMENSIONS: **<Please add text here>**

At Oxfam, our job profiles provide a guide to what might be expected in the role. Along with our strategy, the job profile is used to help to shape specific goals for employees. Employees are supported to deliver these goals and they are annually assessed against them as part of the Oxfam performance review process. This job profile is not incorporated into the employment contract.

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
- 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](#).

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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
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	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.
Humility	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.
Relationship Building	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.
Listening	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.
Mutual Accountability	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.
Agility, Complexity, and Ambiguity	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.
Systems Thinking	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.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Vision Setting	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.
Self-Awareness	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.
Enabling	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.