



## HR firm

SPECIALIST OF THE HUMANITARIAN SECTOR

IS RECRUITING ON BEHALF OF



# OXFAM

## A BUSINESS DEVELOPMENT MANAGER - IRAQ

Are you an experienced humanitarian leader with proven experience in engaging with bilateral and multilateral donors? Do you want to help grow Oxfam income and partnerships in Iraq in order to resource Oxfam's strategy? Do you want to contribute to the fight against poverty?

### THIS JOB IS FOR YOU!

Contract duration Fixed term 12 months

Duty station Erbil, Iraq

Minimum experience 3/5 years in a senior position

Date of start ASAP

Deadline to apply 16.04.2024

## 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 rights 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. We support conflict-affected populations in accessing appropriate and equitable assistance that meets humanitarian needs and reduces underlying drivers of conflict at all levels.

Oxfam GB is a member of the international confederation Oxfam.

## Context of the position in Iraq

Oxfam's programme has been established in 2014 in response to the ISIS conflict in Iraq. Oxfam implemented activities during the past few years was built around the delivery of 3 main areas: A) Lifesaving humanitarian assistance b) Recovery assistance, and C) Promotion of Women's Rights.

In order to serve these three objectives, Oxfam work aimed to integrate the following key sectors together for every intervention in a given location:

- Water Sanitation and Hygiene
- Emergency Food Security and Vulnerable Livelihoods
- Non-food-Items and Shelter
- Protection of lives and rights of civilians
- Gender Justice
- Monitoring, Evaluation, Accountability and Learning
- Advocacy and Media work

## Mission & responsibilities

Under the direct supervision of the Deputy Country Director of Programs (or Country Director), the Business Development Manager will support the Country Director and other country program staff to grow Oxfam income and partnerships at country level in order to resource our program strategy.

To achieve the country program ambitions, the BDM will be responsible for developing and implementing resource mobilisation strategies to forge strategic partnerships between Oxfam and institutional donors and identifying and developing new funding opportunities. The post holder will be expected to work across the confederation of OI affiliates in achieving the country funding strategy.

### Planning/Strategy

- Support the CD (Country Director) and the Country Management Team in implementing the Oxfam Iraq Country Strategy and achieving its commitments.
- Contribute to strategic program design, developing sector strategies.
- Participate in policy, advocacy, and communications strategies

- Collaborate with the Fundraising/Grants Unit is essential to ensure program compliance with regulations and internal controls.
- Leading the Fundraising Strategy, identifying new business development opportunities, and maintaining coordination with relevant stakeholders are key responsibilities.

### **Funding and Donor Engagement**

- Leveraging connections within the confederation for access to funding intelligence and skills.
- Supporting in-country staff to adhere to funding policies.
- Collaborating with other affiliates for global funding opportunities.
- Maintaining updated funding grids and donor logs.
- Coordinating funding opportunities and building relationships with funders.
- Managing Oxfam's relationships with donor representatives in Iraq.
- Engaging strategically with institutional donors to facilitate program exchanges and influence policy.

### **Proposal Development and Reporting**

- Lead, and responsible for coordinating, developing and/or reviewing proposals in collaboration with Programme Managers, and the Technical Unit
- Manages the process of compiling reports (donors and internal) in close collaboration with Programme Managers, Finance, and technical unit
- Coordinate and seek input on generic concept notes, briefing notes, SITREPS and programme factsheets to be used in donor meetings and visits
- Create an evaluation tool to benchmark the quality of proposals and reports, guide future processes, and identify areas for improvement, including the current Grants Tracker and donor logbook.

### **Fund Management**

- Lead negotiations for donor contracts in alignment with Oxfam standards.
- Develop and maintain an overview of grants, donor requirements, regulations, and deadlines, ensuring compliance and quality control.
- Coordinate the development and revision of funding proposals, budgets, and donor reports, supporting external audits.
- Document and share learning to improve internal grant management systems.
- Foster positive relationships within Oxfam teams to enhance proposal development.
- Establish and improve systems in line with Programme Cycle Management (PCM).
- Support contract negotiations, provide internal support on donor issues, and deliver training on donor rules.
- Collaborate with Programme Managers to strengthen Project Cycle Management (PCM).
- Ensure compliance with grant management and project cycle management processes.
- Uphold Oxfam's values and principles in building strategic partnerships to enhance program impact and local capacities.

### **Capacity Building and Compliance:**

- Assess and enhance colleagues' capacity in planning, acquiring, and managing restricted funds through various methods like training, guidance, coaching, and support.
- Monitor partner grants to ensure compliance with donor guidelines and provide capacity building to partners as needed.
- Assist the Program Team in understanding donor requirements for effective contract management.
- Offer technical advice during negotiations with institutional donors on contracts, costs, governance, and accountability.
- Advise program and finance staff to ensure strong donor compliance and conduct quality assurance for high-risk donor reports to protect Oxfam's reputation.

- Support the program team in producing timely and high-quality donor reports by providing guidance and ensuring consistency between narrative and financial reporting.

### Building an effective funding team

- Manage staff in line with Oxfam policies (Funding officer and Grants manager).
- Implement the Oxfam performance management system with all direct.
- Develop and maintain a healthy environment for the funding team, coordinating timely discussions on strategic and operational funding issues.

## Your profile

### TECHNICAL SKILLS/KNOW HOW

- Experience and success in engaging with bilateral and multilateral donors for an international agency like Oxfam.
- Ability to devise and implement resource mobilisation strategies.
- Ability to identify new business opportunities and partnerships.
- Experience of collaborating with and leading technical teams to develop program proposals that are funded by institutional donors.
- Good familiarity with government decision-making processes, both political and technical, including budget processes, appropriation, protocols, and communications.

### EDUCATIONAL BACKGROUND

- University degree in social sciences, political sciences, international relations, humanitarian and international cooperation or related field

### SOFT SKILLS

- Excellent communication skills
- Strong networking, representational and negotiation skills
- Excellent teambuilding and mentoring skills
- Culturally sensitive and empathetic to others
- Superior verbal and written communications skills in English with ability to analyse and synthesise complex issues.

### PROFESSIONAL EXPERIENCES

- At least 3/5 years in a senior position with an international NGO
- Proven experience in working with major international donors and securing external donor funding
- Proven experience in management of diverse and multi-sectoral programmes
- Proven experience in grants management and fundraising

## Details of the conditions

DUTY STATION	Erbil, Iraq
CONTRACT DURATION	Fixed term contract 12 months
BASIC ANNUAL SALARY	GBP 32,000 – GBP 41,000
OTHERS	Hard to work allowance Perdiem RNR policy Pension & medical insurance Accommodation

## Recruitment process



### LOOKS LIKE YOU?

Send your application (CV+cover letter) with the reference « BDM/OX » at: [recrutement@humanitalents.com](mailto:recrutement@humanitalents.com) before **the 16th of April 2024\***.

*\*Humanitalents reserves the right to process applications before the closing date mentioned above*

Oxfam is dedicated to preventing all forms of inappropriate behavior at work, such as sexual harassment, exploitation, lack of integrity, and financial misconduct. The organisation expects its staff and volunteers to adhere to its code of conduct, prioritizing the recruitment of individuals who share and demonstrate its values. 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.

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