

# CLIMATE JUSTICE PORTFOLIO OFFICER

*Oxfam Pilipinas is committed to preventing any type of unwanted behaviour 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.*

*All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.*

## ABOUT OXFAM PILIPINAS

We seek lasting change. We at Oxfam Pilipinas dream and work for a future where Filipinos are free from poverty. For more than 30 years, serving in a country where close to 27 million now live in poverty, we have relied on the power of people to carry out programs designed to achieve our shared vision. Central to our strategy is working with partners to transform the unequal power relations, structures, norms, and values that cause poverty and inequality, including gender-based violence and injustice.

We strive to apply a feminist lens to all our analyses and actions. We seek to save lives, provide access to services, and reduce the impact of disasters, particularly on the most vulnerable and disadvantaged. We belong to the larger Oxfam family of over 20 organizations networked with partners and grassroots communities in all corners of the globe. We are part of a global movement for genuine change, seeking to rid the world of the scourge of poverty, with gender justice at the core of what we do.

## OUR VALUES

**Equality.** We believe everyone has the right to be treated fairly and to have the same rights and opportunities.

**Empowerment.** We acknowledge and seek to expand people's agency over their lives and the decisions that impact them.

**Solidarity.** We join hands, support, and collaborate in working towards a just and sustainable world.

**Inclusiveness.** We embrace diversity and difference and value the perspectives and contributions of people and communities in their fight against poverty and injustice.

**Accountability.** We take responsibility for our action and inaction and hold ourselves accountable to the people we work with and for.

**Courage.** We speak truth to power and act with conviction on the justice of our causes.

## TEAM PURPOSE

To develop and sustain a portfolio of high-quality programmes that will deliver to Oxfam's vision and goals. To lead the country office in ensuring that Oxfam's Partnership Principles and Strategic Partnership Model are consistently embedded in its ways of working with the organisations that we are in partnership with.

## JOB PURPOSE

To support the delivery of the Climate Justice (CJ) Program of Oxfam Pilipinas based on agreed deliverables with donors and partners from civil society, private sectors, local government units and related agencies; provide support to the Climate Justice Manager in managing all relations, deliverables, activities and communications across the entire project life cycle of assigned projects under the CJ Program.

## CORE DETAILS

Location:	Eastern Samar/Eastern Visayas, Philippines
Our package:	Oxfam Pilipinas offers staff comprehensive benefits package including medical cover, life insurance, different kind of leaves and lot of learning and development opportunities.
Internal Grade:	D1 (Php 56,093.08 up to Php 61,702.39)
Contract type:	Fixed term (August 1, 2025 - July 31, 2026, with the possibility of extension)
Hours of work:	 37.5 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:	Climate Justice Portfolio Manager Matrix Manager – Humanitarian Portfolio Manager
Staff reporting to this post:	None

## DIMENSIONS

- Oversight of assigned projects, which will include active engagements with partners, ensuring project delivery, and project-related communications.
- Supports the organization's advocacy and influencing work on climate and energy in the Philippines.
- Plans and manages resources, external contractors/service providers, and partnerships.
- Involved in organizational strategic program thinking, learning and planning, internal policy improvement, and supporting and embedding the country program's strategic partnership approach.
- Impact and influence will cut across Oxfam Pilipinas' climate justice, gender justice, and humanitarian portfolios – with active engagement with diverse partners from civil society, private sector, academe, and government; and working with different Oxfam units/teams.
- Provides advice on climate and energy transition advocacy and influencing across the organization and its partners.

## KEY RESPONSIBILITIES

### **Program and Project Management**

- Support the Climate Justice Portfolio Manager on day-to-day coordination of the assigned projects and program level tasks (e.g., climate change mainstreaming initiatives, end-of-project evaluation, audit, report preparation, among others).
- Strong coordination with other Oxfam projects and programs in the Eastern Visayas region.
- Support the CJ Manager in implementing the CJ Strategy and CJ Theory of Change initiatives.
- With support from the Climate Justice Portfolio Manager and the CJ Portfolio team, builds relationships with key climate justice and energy transition stakeholders at the national and subnational level.
- Lead in producing narrative reports, and collaborate with relevant partners, colleagues, technical advisors, program quality, and business development functions to ensure timely submission of high-quality reporting that complies with organizational and donor requirements.
- Observe and adhere to compliance of all organizational and donor requirements, including supporting Portfolio Manager in producing narrative reports for assigned project, collaborate with relevant partners, colleagues, technical advisors, program quality, and business development functions to ensure timely submission of high-quality reporting that complies with donor requirements.
- Support CJ Portfolio Manager in facilitating processes for grants to partners, ensuring compliance with Oxfam's mandatory procedures on appraisals, partner selection, monitoring, reporting and project closures.
- Support CJ Portfolio Manager in disseminating information on project progress and learnings and addressing challenges affecting relevant/assigned projects.
- Work and collaborate effectively with other Oxfam teams in the Asia region and globally.

## Partnership Management

- With the CJ Portfolio Manager, ensure that project partners are equal stakeholders in project management, reporting, and MELSA, and that the way that we engage with partners in these areas are empowering, principled and fully aligned with the Strategic Partnership Model.
- Coordinate with assigned partner organizations to ensure that all reports are submitted in a timely manner and in accordance with donor and Oxfam requirements, collaborating early to identify potential delays, challenges or capacity gaps and coordinating with colleagues to address and rectify.
- Support the timely conclusion of contractual arrangements with partner organizations under remit, ensuring that the process unfolds in line with the spirit and intent of the Strategic Partnership Model.

## Other

- Required to adhere to Oxfam's principles and values as well as the promotion of [gender justice and the rights](#) of women and people of diverse SOGIE.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles
- Contribute positively to other cross-functional teams as appointed

## SKILLS, EXPERIENCE AND KNOWLEDGE

### Essential

- Degree in a relevant subject such as international development, gender studies, environment science, development communication, humanitarian action, or related discipline, with a strong emphasis on managing public policy and advocacy projects or campaigns.
- Minimum of 5 years' experience in policy advocacy and campaigning, with proven capacity in building external relationships while ensuring women's rights are at the heart of campaign work
- Well-developed understanding of development and humanitarian issues, specifically climate change and energy transition
- Demonstrated competencies in project management cycle, especially in areas of planning, implementation, monitoring, learning, financial management of budgets, and donor report writing.
- Experience in basic grants management and donor compliance
- Experience of and ability to build, sustain, and manage strong partnerships and work collaboratively with a wide variety of organizations in different geographic areas including government agencies, CSOs, NGOs, and private sector institutions.
- Strong interpersonal skills and a highly developed ability to work in multicultural settings and with community groups of varying backgrounds; developed capacity for tact, diplomacy and negotiation
- Demonstrated capacity to work collaboratively in partnership with experience of working with a wide variety of partners.
- Organized, with good attention to detail and developed ability to prioritize tasks to meet tight deadlines and organize work in a complex institutional setting.
- Well-developed analytical and strategic planning skills with the ability to influence the wider country programme strategy and to act within a regional framework.

- Excellent communication skills with fluency in written and spoken English and Filipino.
- Proficiency in using basic MS office applications (Word, Excel, Access and PowerPoint).

#### **Desirable**

- Knowledge in Do-No-Harm principles and conflict sensitivity.
- Proficiency in facilitating and documenting meetings.
- Proficiency in tools for project management.
- Experience in basic capacity development initiatives across partner organizations.
- Previous experience working with civil society actors and non-profit organizations.

#### **Key Attributes**

- Ability to demonstrate collective leadership, program management, sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming and diversity for all aspects of development work.
- Commitment to Oxfam's safeguarding policies to ensure all people who come into contact with Oxfam are as safe as possible.

## **HOW TO APPLY**

Applications must include a curriculum vitae and a letter of intent in a single file.

Applicants may also submit their applications to [ophrecruitment@oxfam.org.ph](mailto:ophrecruitment@oxfam.org.ph). Please use the email subject format: Position Applied For - Surname, First Name.