

ADVOCACY 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 promoting the welfare of children, young people and adults. Oxfam expects all staff 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 strengthen Oxfam's goals on program quality, implementation, innovation, thought leadership, and influencing to achieve scale and create impact, in partnership with diverse organizations from the government, private sector, academe and civil society to achieve gender equality and empower all women and girls.

Ensure that Oxfam's Partnership Principles and Strategic Partnership Model are consistently embedded in our ways of working with the organizations that we are in partnership with.

Focus on building and sustaining strong and equitable relationships with all partner organizations in support of delivering high quality interventions through a shared vision and goals, and adding value in four key areas: linking and convening stakeholders for policy advocacy and program development/enhancement, facilitating technology transfer, building partner's capacity, and contributing to knowledge management by disseminating information, generating feedback and sharing lessons to diverse stakeholders.


JOB PURPOSE

To provide institutional support as part of the Policy Advocacy and Communications team to attain policy influencing and advocacy goals and serve as communications focal for the Gender Justice Portfolio.

To support the delivery of the four-year **Care Connect:** Action for care workers in the Philippines Project under the Gender Justice (GJ) Portfolio of Oxfam Pilipinas based on agreed deliverables with donors and partners; to lead the development and implementation of the Care Connect Project's research, advocacy and communications strategy, ensuring alignment with Oxfam Pilipinas' influencing strategy.

The objective of the **Care Connect:** Action for care workers in the Philippines Project is to contribute to the promotion of dignity and respect for paid and unpaid care workers, particularly women and girls in the Philippines. The project strives to contribute to the empowerment of these women and girls to exercise agency and decision-making, enabling them to lead fulfilling lives and participate equally in economic, social, cultural, and political spheres.

CORE DETAILS

Location:	Quezon City, Philippines with remote work arrangement
Our package:	Oxfam offers staff a comprehensive benefits package including medical cover, life insurance, different kind of leaves and lot of learning and development opportunities.
Internal Grade:	D1 (Full time) (Php 56,093.08 up to Php 61,702.39)
Contract type:	Fixed Term (One Year)
Hours of work:	 37.5 hours per week or 5 days in a 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:	<p>Policy Advocacy and Communications Manager, Matrix Managed by Care Connect Project Coordinator</p> <p>The post-holder will also have significant relationships with the following Care Connect Project Team; Project Coordinator, Project Officer, MEAL Officer, Gender Justice Portfolio, PAC Team, MELSA team and other Oxfam units/staff.</p>
Staff reporting to this post:	None

DIMENSIONS

- Work patterns will not be overly defined and will require self-motivation and judgement from the post holder. The role is variable, but with well-defined targets and/or minimum standards, and is both proactive and reactive.
- Oversight of assigned project tasks, which will include active engagements with partners, ensuring project delivery, and project-related communications.
- Diverse and context analysis of thematic agenda of projects, requiring field experience, and understanding of development work, particularly on the assigned Project.
- Problems encountered are likely to be highly diverse and complex, requiring comprehensive analysis and would need to collaborative to resolve issues or problems collectively.
- Impact and influence will cut across Oxfam's resilience and gender justice portfolio - including humanitarian concerns, with active engagement with diverse partners from civil society, private sector, academe, and government; and working different Oxfam units/teams.

- Works in collaboration with different functional teams from the Gender Justice and Humanitarian Portfolios, Policy, Advocacy and Communications, and Partnership Support and Operations (PSO) units.

KEY RESPONSIBILITIES

The Advocacy Officer will report directly to the Policy Advocacy and Communications (PAC) Manager and matrix managed by the Care Connect Project Coordinator, and close coordination with Care Connect-related posts in carrying out the following responsibilities:

Project Management:

- Leads the development and management of the over-all Care Connect Project's advocacy, influencing and communications strategy.
- Coordinates the research components of the Care Connect Project to ensure effective implementation, including directly managing related commissions.
- Monitors paid and unpaid care work related trends and campaigns, policy initiatives at the local and national level and research within the Philippines and provides regular updates and written briefings for consumption of both internal and partner organization, in support of the promotion of dignity and respect for paid and unpaid care workers, particularly women and girls in the Philippines.
- Monitors the progress and support the performance evaluation of the Project's advocacy and communications strategy.
- Leads the change story gathering of the Project and develop related knowledge products from the gathered stories.
- Supports the Gender Justice Portfolio Manager and the Project Coordinator 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.
- Supports Portfolio Manager and Project Coordinator in disseminating information on project progress and learnings and addressing challenges affecting relevant/assigned projects.
- Ensures administrative and logistics procedures are followed in all relevant activities of the program and project in close collaboration with relevant units/staff. logistics and admin officers
- Works and collaborates effectively with other key policy, advocacy, campaigns, and research units relevant to the Care Connect Project.

Other Responsibilities

- Perform priority organizational tasks related to his/her competencies, as may be assigned from time to time.
- Actively participate and support the implementation and tracking of the Gender Justice Portfolio workplan, theory of change, and advocacy plan relative to the Care Connect Project.

SKILLS, EXPERIENCE AND KNOWLEDGE

Essential

- Bachelor's degree in a relevant subject such as journalism, development communications, gender studies, or related discipline, with a strong emphasis on managing advocacy and influencing projects or campaigns.
- Minimum of five (5) years' experience in policy advocacy and campaigning, with proven capacity in building external relationships while ensuring gender justice is at the heart of campaign work.
- Well-developed understanding of development and humanitarian issues, specifically gender justice, including the promotion of the rights of paid and unpaid care workers.
- Proven capacity for quality research and policy analysis and a demonstrated track record of producing high quality evidence-based policy papers.
- 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.
- Proven experience in lobbying and playing key representational roles.
- Proven experience overseeing monitoring and evaluation processes around campaign objectives that include evaluating progress toward incorporating gender justice in priorities and activities.
- Demonstrated capacity to work collaboratively in partnership with experience of working with a wide variety of partners.
- High level of influencing skills with proven ability to influence stakeholders at all levels.
- Well-developed analytical and strategic planning skills with the ability to influence the wider country programme strategy.
- Demonstrated experience of integrating gender and diversity issues into influencing work
- Excellent communication skills with fluency in written and spoken English and Filipino
- Good people management skills with a good understanding of team development.

Desirable

- Knowledge in Do-No-Harm principles and conflict sensitivity;
- Demonstrated experience and knowledge on gender and development, women's economic empowerment, paid and unpaid care work;
- Proficiency in designing, facilitating and documenting meetings; and
- Experience in basic capacity development initiatives across partner 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 feminist principles and safeguarding policies to ensure all people who come into contact with Oxfam and its partners 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. Please use the email subject format: Position Applied For - Surname, First Name.