

ANTICIPATORY ACTION LEAD

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 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 with which we are in partnership.

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

The AA Lead will provide technical, policy, and capacity-building support for Oxfam and local partners' anticipatory action (AA) program systems strengthening. The role will be adaptable to evolving project priorities of the AA sector and Oxfam Pilipinas' strategy targets. Specifically, the Lead will focus on the following key tasks and deliverables.

CORE DETAILS

Location:	Metro Manila with remote work arrangement
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:	C2 (Php 91,007.15 up to Php 100,107.86)
Contract type:	One-year Fixed term, with 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:	Humanitarian Portfolio Manager
Staff reporting to this post:	None, may manage short-term staff and/or consultants.

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.
- Leadership of assigned projects, which will include partners relations management, 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 portfolio.
- Problems encountered are likely to be highly diverse and complex, requiring comprehensive analysis, and would need to be collaborative to resolve issues or problems collectively
- Impact and influence will cut across Oxfam's portfolios and gender justice portfolio - including humanitarian concerns, with active engagement with diverse partners from civil society, private sector, academe, and government; and working with different Oxfam units/teams.
- Involved in organizational strategic program thinking, learning, and planning, internal policy improvement, and supporting and embedding the country program's strategic partnership approach.
- Work in collaboration with different teams in Oxfam Pilipinas, other Oxfam International teams and affiliates.

KEY RESPONSIBILITIES

1. AA Program Development and Resource Mobilization

- Develop OPH's overall AA strategy and program
- Develop resource mobilization strategies, plans and partnerships for AA
- Coordinate with internal and external stakeholders in the implementation of the AA strategy

2. High-Level Engagement and Policy Support

- Develop operational guidelines to link anticipatory action with local governance processes and funding mechanisms.
- Lead policy dialogues with key governing institutions to integrate anticipatory protocols into national disaster management and financial frameworks.
- Map potential implementing and financing partners to support anticipatory action programs.
- Identify and propose policy measures for a range of non-financial anticipatory interventions that align with government standards.
- Contribute to the design of financial instruments and risk financing mechanisms that serve as social protection for vulnerable communities.

3. System Strengthening – Localization of Triggers and Activation Protocols

- Develop multi-stakeholder coordination frameworks to enhance decision-making processes for early action.
- Support local partners in updating and contextualizing activation triggers, ensuring alignment with impact-based forecasting from meteorological agencies.
- Define clear activation modalities based on pre-agreed needs assessments and the availability of institutional resources.

4. Capacity Building

- Provide technical assistance for the development and updating of risk assessment tools and anticipatory triggers for various hazards, including:
 - Cyclonic and severe weather events.
 - Flooding.
 - Public health emergencies.

SKILLS, EXPERIENCE, AND KNOWLEDGE

Essential

The desired qualifications for the role are as follows:

- Bachelor's degree in Disaster Management, International Development, Environmental Science, Community Development, or related field; demonstrated experience in AA, disaster risk financing, cash-based programming, preferably with an international NGO.
- Minimum 10 years' professional experience in program/project management in an international development or humanitarian context at senior level.
- Proven experience in AA and disaster risk financing programming and implementation.
- Proven experience in partnership management and engagement with governments and institutional donors on AA and disaster risk financing, with the ability to convene diverse experts

and stakeholders for DRRM and AA planning.

- Strong project management, analytical, and problem-solving skills, including planning, budgeting, forecasting, expenditure tracking, risk mitigation, communication, and coordination skills for effective cross-cultural collaboration.
- Familiarity and experience in capacity building, designing, training delivery, early warning systems, and anticipatory action principles.
- Understanding of NGO sector issues in both development and humanitarian contexts; ability to lobby, influence, and represent at multiple levels.
- Strong negotiation skills with the ability to foster cross-departmental and cross-sector collaboration.
- Commitment to organizational values, rights-based approaches, and principles of diversity, inclusion, and belonging.
- Flexible, adaptable, and effective in multicultural environments; able to contribute across multiple activities and departments.
- Willingness and ability to travel up to 30% of the time.
- Previous Oxfam experience is an advantage.

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

Application must include a curriculum vitae and letter of intent in a single file, stating the applicant's relevant skills and willingness to undertake the task.

You can submit your application by sending it to ophrecruitment@oxfam.org.ph. Please use the email subject format: Position You Are Applying for - Surname, First Name.

Due to the urgency of the post, applications will be reviewed as they come and will be received only until September 12, 2025.