

EXCITING ROLES WITH OXFAM



OXFAM

We seek talented and inspiring individuals to fill in the following positions at Oxfam in Vanuatu:

1. Shefa Provincial Disaster and Climate Change Officer

Fixed term to February 2019

Shefa Provincial Council is collaborating with National Disaster Management Office (NDMO) and Oxfam to ensure capacity of Shefa Province communities is increased to enable community to be able to take appropriate preparedness actions and able to respond to disasters. The Provincial Disaster & Climate Change Officer will strengthen and extend the capacity and services of the National Disaster Management Office (NDMO) to communities of Shefa province. This position ensures national disaster objectives and outcomes are achieved at community and sub national level. Through this position Shefa Province will strengthen the capability of provincial governments to prepare for, respond to and recover quickly from the impact of disasters.

You will have:

- Experience in coordinating and leading impactful humanitarian response coordination and recovery programs
- Knowledge and experience on developing communities capacities on disaster preparedness and response
- Experience working in alliance with governments, CSOs, national and international NGO, other development agencies and private sectors
- Knowledge of, and respect and empathy for the communities of engagement
- Ability to travel frequently and live in complex and difficult environment
- Understanding of and commitment to promoting gender equity and the interests of marginalised people
- Ability to manage complex workloads and deliver work to tight deadlines
- University Degree, preferably in any development field or disaster management

External representation skills, strong interpersonal skills and ability to work in a team and manage complex and sensitive organisational relationships, and language skills in Bislama and English are essential.

2. Humanitarian & Resilience Program Support Officer - Maternity Leave and Backfill for 3 months

Fixed Term from March to May 2018

The relief Program Support Officer will provide administrative and logistical support in close collaboration with Humanitarian and Resilience team to implement different project activities under the Humanitarian & Resilience Program.

You will have:

- Degree/secondary or relevant educations and qualification
- Previous experience in similar working environment and role
- Ability to work with a wide range of stakeholders
- Ability to work both independently and as a member of a team and set work plan, meet timelines and balance competing priorities
- Motivate to learn, engage in learning opportunities relevant to this role
- Flexible and willing to take on extra work as required by the Humanitarian & Resilience Program Manager and the team
- At least two years working experience working in office administration
- Experience in managing online and paper filing system
- Experience in booking flights, accommodation, catering and venues
- Computer skills (Word, Excel, Emails)

Good written and verbal communications in English and Bislama is essential for this role.

To apply: please contact jobsvanuatu@oxfam.org.au to request for the application form for the role and a detailed position description. Only applications submitted on the application form will be accepted.

Completed applications must be submitted by 4pm on Friday 23 February 2018. Only short listed applicants will be contacted and advised of the outcome.

**Oxfam promotes equity and diversity.
Our vision is that of a Ni-Vanuatu led and managed program.
We strongly encourage applications from
Ni-Vanuatu women and men.**

