

Programme Director

About us:

Oxfam Deutschland e. V. is an independent non-governmental relief, and international cooperation organisation based in Berlin. Oxfam International is a confederation of 21 Oxfam organisations with more than 3,000 local partners in 87 countries dedicated to fighting inequality to end poverty and injustice. Further information is available at www.oxfam.de.

Begin: as soon as possible

Location: Berlin

Term contract: permanent contract

Job Description:

As part of our senior management team (SMT) you play a vital role in the strategic and operational management as well as leading the continuous development of Oxfam Germany's international cooperation and humanitarian programme work. Thus, you will directly contribute to the international programme work of the Oxfam confederation. You will act within and bring forward the framework of the Oxfam Germany e. V. strategy and the Oxfam Global Strategic Framework.). You lead and coordinate the Programme Cluster and have overall responsibility for establishing and maintaining strategic relationships with German institutional donors as well as for the application, processing, and reporting of all Oxfam Deutschland projects in countries of the Global South including the corresponding third-party funding budget of approx. €30 million.

Your tasks in detail:

- Overall management of the strategic direction of the Humanitarian Aid (HH), Institutional Partnerships (IP), Civil Society Programmes (ZiP) and Grant Management (GM) teams, in coordination with the Executive Director and the Senior Management Team
- Direct personnel responsibility for the team leaders IP, HH, GM and ZiP as well as for the assistance programs
- Representation of Oxfam Germany among the programme directors of the international Oxfam network and with relevant stakeholders of the German development cooperation
- Strategic development of institutional and private fundraising for projects in the Global South
- Ensuring high-quality application, processing and reporting of projects, including risk and resource management
- Further development of institutional and private fundraising for projects in the Global South
- Writing public contributions and articles related to Oxfam Germany's programme work
- Co-design of the change process at Oxfam Germany and the Oxfam confederation and up of higher-level measures
- Budget planning and management of the programme cluster

Requirements:

- Completed university studies and degree
- Long-standing leadership experience in the field of international cooperation and/or humanitarian aid as well as knowledge of political developments and trends in the sector both in Germany and internationally

- Practical experience and proven success in the acquisition and management of third-party funds as well as the preparation and management of budgets in the double-digit million range
- Proven, strategic and implementation-orientated approach, analytical and communication skills and decision-making skills
- A motivating and dedicated leadership style
- Proven work experience in countries of the Global South
- Fluent in English, as well as good knowledge of German, French and/or Spanish desirable
- Very good knowledge of MS Office (Word, Excel, PowerPoint, Outlook)
- Willingness to travel around the world, suitability for the tropics
- Identification with Oxfam's goals and values as well as feminist principles

Our offer:

- Meaningful work in the context of an international relief and development organisation
- An appropriate salary according to the Oxfam salary structure. The position is grouped in salary group 18 according to Oxfam salary structure. For more information click [here](#)
- A fully employer-funded pension scheme
- 30 days of annual leave
- Mobile working and flexible working time models
- Family-friendly arrangements for sick children (taking over 10 child sick days a year)
- A centrally located office with good connections to public transport
- Great colleagues with heart and soul

Are you interested?

Then please send us your application with cover letter, curriculum vitae and references (summarised in a PDF file) via our [online application form](#) and stating your salary expectations.

If you have any questions, please contact us via recruiting@oxfam.de.

At Oxfam we work according to feminist principles. Oxfam is committed to promoting gender equality and women's rights and is committed to equal opportunities and diversity. Among our managers, we aim for a gender balance that represents the gender distribution of our employees.

Our actions are always aligned with Oxfam's six core values of Equality, Empowerment, Solidarity, Accountability, Inclusiveness und Courage. You can read more about our values [here](#).

Oxfam is also committed to protecting and promoting the well-being of children, young people and adults. Staff and volunteers commit to this goal by signing up to the Code of Conduct.

We aim to promote diversity at Oxfam in terms of socio-cultural background, gender, disability, age, sexual identity and religion or belief. We welcome applications from Black People and People of Color.

[Apply now!](#)