

## **Project Management / Roving Grants and Compliance Advisor (w/m/d)**

### **About us:**

**Oxfam Deutschland e.V.** is an independent emergency relief and development organisation based in Berlin. In the international Oxfam network, 23-24 Oxfam organisations with over 2,350 local partners in 81 countries for a just world without poverty. For more information, please visit [www.oxfam.de](http://www.oxfam.de).

Starting date: **as soon as possible**

Location: Berlin

Employment: part-time or **full-time with a 30.4 to 38-hour week** (80-100%), the position is initially limited to two years (a permanent position is aimed for)

Departmental affiliation: Grant Management Team in the Programmes Cluster

As a member of the Grant Management Team, you will be responsible for the contract and project management of Oxfam projects in the areas of humanitarian aid, transitional assistance, and development cooperation. Our projects are funded by various institutional donors and partners, in particular by GFFO (German Federal Foreign Office), BMZ (Federal Ministry for Economic Cooperation and Development, GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit) and KfW (Kreditanstalt für Wiederaufbau). The role includes a regular communication with colleagues in various different country offices and travels to and potentially longer stays in the project countries for project monitoring and training.

### **Your tasks:**

- Ensuring compliance with donor guidelines by advising and supporting Oxfam offices worldwide, both virtually and in country.
- Being responsible for monitoring and managing donor funded projects:
  - Regular monitoring of project progress
  - Regular review of financial flows
  - Advising Oxfam country offices on contract and grant modalities and relevant regulations (BHO, ANBest / BNBEST, UvGO, FöRiLi)
  - Review of internal financial reports
  - Coordination of the review of supporting documents (e.g. vouchers, framework agreements, partner contracts etc.)
- Preparing financial and narrative interim reports including Logframes as well as final reports / proof of use of funds
- Supporting of internal and external audits
- Supporting in the preparation of proposals to institutional donors
- Ensuring the maintenance and regular update of project data in Excel and internal project management software
- Communicating with donors, partners and colleagues on ongoing projects

### **Your profile:**

- Successfully completed academic degree in the area of business administration or a similar field of study
- Several years of experience in the implementation and/or (financial) management of projects, of which ideally at least one year outside of Europe
- Very good knowledge of the guidelines of German institutional donors (GFFO, BMZ, GIZ)
- Strong teamwork and communication skills

- Strong intercultural competence, diplomatic skills and perseverance
- Very good numerical skills and an eye for details
- Proficiency in MS Office applications (esp. Excel)
- Fluency in English, very good oral and written German, French desired
- High flexibility and ability to work under pressure
- Willingness to travel regularly and in remote areas
- Identification with Oxfam's goals, values and feminist principles

**We offer:**

- A meaningful job in an international emergency assistance and development organisation for a just world without poverty
- Collaboration with experts in highly committed teams worldwide
- An attractive salary according to the Oxfam salary structure. The position is classified in the salary group 15 according to the Oxfam salary structure. More information can be found [here](#)
- 30 days of annual leave
- Family-friendly arrangements in case of children being sick (cover for 10 child sick days per year)
- A fully employer-funded pension scheme (9%)
- Modern technical equipment
- Mobile working and family-friendly time models
- A centrally located office with good public transport accessibility
- A great team environment within Oxfam Germany with wholeheartedly-dedicated colleagues and regular team events

Have we caught your interest? In that case, please send us your application with cover letter, CV and references (compiled as one PDF file) via our [online application](#) form and stating a desired salary estimate by 30<sup>th</sup> of August 2024.

If you have any questions, please do not hesitate to contact Rascha Kor Ali, Interim Head of Grant Management MENA/Asien, by email [rkorali@oxfam.de](mailto:rkorali@oxfam.de). Interviews are expected to take place in September.

At Oxfam, we work according to feminist principles. Oxfam is committed to promoting gender equality and women's rights, and is dedicated to equity and diversity. In our leadership, we aim for a gender balance representing the gender distribution of our employees.

Our work is guided by Oxfam's six core values of Equality, Empowerment, Solidarity, Accountability, Inclusiveness and Courage. Learn more about our values [here](#).

Oxfam is likewise committed to protecting and promoting the welfare of children, teenagers and adults. Staff and volunteers commit to this goal by accepting the [Code of Conduct](#).

We want 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 Colour.

We look forward to receiving your application!

**[APPLY NOW!](#)**

Please do not hesitate to recommend our job offer to others.