



## JOB DESCRIPTION

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TITLE	Program Coordinator
RESPONSIBLE TO	International Programs Manager
LOCATION	East Melbourne
HOURS	Full time or Part time (3 or 4 days per week considered)
EMPLOYMENT BASIS	2 year fixed-term contract (subject to a 6 month probationary period)
START DATE	ASAP
APPLICATIONS CLOSE	5pm (Australian Eastern Standard Time) Friday the 16 <sup>th</sup> of March

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### Our Vision

WaterAid's vision is a world where everyone, everywhere has safe water, sanitation and hygiene.

### Our Mission

Our mission is to transform the lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene.

### Overview

WaterAid Australia works within a federated international NGO structure, and is the WaterAid international member responsible for managing country programs in South East Asia and the Pacific. WaterAid Australia has country programs in Timor-Leste, Papua New Guinea, and Cambodia.

The organisation is seeking to recruit a highly motivated and experienced individual to support WaterAid's programs in the region in the provision of high quality grant and project management, and operational management support.

### Job Purpose

The purpose of the role is to support program delivery across WaterAid Australia's country programs, with a specific focus on building the capacity of WA country program staff to effectively manage grants. At the Country Program level, the Program Coordinator will have strong

professional relationships with the Country Directors, Program Directors and country program staff, and provide operational and financial management support to those country programs.

The Program Coordinator will also have a strong professional relationship with colleagues within WaterAid's Policy and Programs team to ensure that global norms on program quality, planning, monitoring, evaluation and assurance are applied across the region, and will work closely with finance and corporate and community engagement teams in the Melbourne office.

Keeping in mind the overall purpose of the role described above, the following key accountabilities are highlighted.

## **Key accountabilities**

### **1. Grant management**

- Support the management of allocated WaterAid Australia's institutional grants including:
  - ensuring compliance with grant requirements and accreditation and quality standards;
  - reviewing, drafting and negotiating contracts with donors;
  - overseeing the management of contracts with donors to ensure adherence to contractual obligations;
  - undertaking work planning in consultation with team members, partners and stakeholders;
  - overseeing the quality of outputs and achievement of outcomes;
  - coordinating, writing and reviewing reports to donors;
  - managing project finances, including preparing budgets, tracking expenditure and reviewing and preparing financial reports and invoices to donors;
  - contributing to the development of risk management plans and actively manage risks; and
  - managing project files to WaterAid and DFAT accreditation standards.
- Support and improve WaterAid's grant management systems, including:
  - Maintaining grant management systems and processes and ensuring compliance by the country programs, and ensuring that DFAT accreditation standards are met;
  - Identifying gaps and recommending process and system improvements as necessary;
  - Supporting the development of new grant management systems as required; and
  - Working with the International Programs Manager to develop and implement capacity building programs for grant management by in-country staff.

### **2. Program Operations**

- In close consultation with the International Programs Accountant, support the country programs to manage their finances, including:
  - Supporting the preparation of annual country program budgets and quarterly reforecasts, including allocation of expenses to grants and projects;
  - Reviewing funds requests from country programs and approval of funds transfers;
  - Reviewing expenditure against budgets for the country program; and
  - Supporting country programs in preparations for audits.
- Manage the contractual relationships with consultants and partner organisations, including:
  - Preparing and negotiating agreements;
  - Providing relevant information, documentation, and briefings for consultants and partner personnel, including mobilisation and demobilisation for those travelling to a

country program;

- Monitoring the quality of outputs and deliverables against agreements; and
- Ensuring payments are processed in accordance with agreements.

### **3. Monitoring, Evaluation and Learning**

- Contribute actively to ensuring that learnings from grant implementation are well documented and link to our strategy, advocacy and policy work, working closely with the Monitoring, Evaluation and Learning team;
- Ensure that in-country program staff meet agreed standards of accountability as required by WaterAid's planning, monitoring and evaluation processes;
- Support monitoring and evaluation of specific grants, including:
  - Contribute to the design monitoring and evaluation frameworks; and
  - Compile M&E data and report on achievements to donors and partner.
- Build own knowledge of and networks within WASH, the development sector and WaterAid through participation in working groups, conferences etc.

### **4. Program Development**

- Support country program staff to plan programs effectively in line with Country Strategies, ensuring that the quality of work meets WaterAid's standards;
- Review and contribute to business plans of country programs, support and challenge them in the process to ensure high quality plans are developed;
- Support the country programs and engage with the Corporate and Community Engagement team to identify opportunities for funding and develop proposals for institutional donors, corporations and philanthropic foundations; and
- Contribute to the preparation of proposals for institutional donors (including Expressions of Interests/ Response to Tenders) and manage overall proposal compilation and editing for agreed opportunities.

### **Qualifications, Skills and Selection Criteria**

1. Degree or equivalent professional qualification in a relevant field (e.g. WASH, international development, social sciences), preferably with significant relevance to the WASH sector
2. Minimum of 5 years relevant work experience in either civil society, government or international organisations, preferably with experience of working in the WASH sector
3. Experience managing donor funded grants, including managing donor relationships, preparing proposals, negotiating and drafting contracts, conducting monitoring and evaluations and writing reports
4. Proven financial management, budget development and financial reporting skill.
5. Excellent written and verbal communication skills and relationship building skills with ability to collaborate and build professional relationships
6. A proven team player with ability to plan own work, manage competing priorities and work under pressure when required
7. Ability to regularly travel internationally, usually to country programs

## To Apply

Please submit an application to [WAadmin@wateraid.org.au](mailto:WAadmin@wateraid.org.au) by **COB Friday 16<sup>th</sup> March 2018**. The subject line of your email should read “**Application – Program Coordinator**”. Applications for this position must include a resume (maximum 4 pages) and a cover letter (max 2 pages) addressing the above Qualifications, Skills and Selection Criteria. Responses to the selection criteria should be listed under separate headings.

For any queries not answered in this document email Tanya Edmonds ([tanya.edmonds@wateraid.org.au](mailto:tanya.edmonds@wateraid.org.au)), WaterAid Australia, International Programs Manager

Only shortlisted candidates will be contacted.

**Note:** *WaterAid is a child safe organisation. WaterAid’s recruitment and selection procedures reflect our commitment to the safety of children in all our activities. Criminal record checks will be undertaken for successful applicants for all countries of citizenship and for each country in which the individual has lived for 12 months or longer over the past five years.*

*WaterAid is committed to welcoming people from the widest possible diversity of backgrounds, culture and experience. We will make any practical adjustments to enable people with a disability to participate fully in an inclusive working environment. Please let us know if you have a disability and require any special assistance in making your application or attending an interview.*