

## POSITION DESCRIPTION

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TITLE	Program Officer
REPORTING TO	Head of Program Operations
LOCATION	East Melbourne
CLASSIFICATION	4
EMPLOYMENT DETAILS/HOURS	Fixed term 14 month contract (parental leave cover) Full time (4 days per week may be considered)

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### Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid works through supporting local organisations and government authorities to design and demonstrate appropriate and sustainable WASH programs. WaterAid also seeks to influence policy change through government and other key sector actors to secure and protect the right of poor people to safe, affordable water and sanitation services.

Everything we do is shaped by our six values:

- Integrity
- Respect
- Collaboration
- Courage
- Accountability
- Innovation

WaterAid's Program Operations sub team is part of the broader Policy and Programs team and works closely with Country Programs and Corporate and Community Engagement and Business teams to provide the support required to enable the delivery of quality programs.

WaterAid is seeking to recruit a highly motivated individual to join the Program Operations sub team to support the delivery of WaterAid's programs in the region through the provision of high quality project and operational management support.

*WaterAid is a child safe organisation. We recognise that we must meet community expectations and the trust placed in our personnel to maintain the highest standards of conduct with children. Therefore, all positions within WaterAid are required to comply with our Child Safeguarding Policy and Code of Conduct.*

### Position Summary

The purpose of the role is to support country program staff to plan and deliver programs effectively in line with Country Strategies, ensuring that the quality of work meets WaterAid's

standards and donor requirements. The Program Officer will also have a key role in provision of operational management support to country program offices and in ensuring that WaterAid Australia's grant management systems and processes comply with DFAT accreditation standards and the ACFID code of conduct.

The Program Officer will have a strong professional relationship with country program staff and with colleagues within WaterAid's Policy and Programs team to ensure that global standards on program quality, planning, monitoring, evaluation and assurance are applied across the region.

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 policy and grant requirements;
  - reviewing, drafting and negotiating contracts with donors;
  - overseeing the management of contracts with donors to ensure adherence to contractual obligations;
  - supporting 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;
  - managing program issues and risks; and
  - managing project files to WaterAid and DFAT accreditation standards.

### **2. Program and grant management systems improvements and compliance**

- Support the Country Programs to ensure compliance with local legal and regulatory structures, and identify and recommend system and process improvements; and
- Support the Head of Program Operations to strengthen and operationalise grant management systems and processes to ensure organisational compliance with the ACFID Code of Conduct and DFAT Accreditation, including building the capacity of country programs and partners in key areas such as Child Safeguarding.

### **3. Program operations**

- In close consultation with the International Programs Accountant, support the country programs to manage the financial management system for the country programs, including:
  - Supporting the preparation of annual country program budgets, 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 re-forecast expenditure; 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.

#### **4. Monitoring, Evaluation, Research and Learning**

- Contribute actively to ensuring that learning from program experiences are well documented and link to our advocacy, campaigning and policy work, working closely with the Policy and Advocacy 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 the country programs and specific grants, including:
  - Contribute to the design monitoring and evaluation frameworks;
  - Compile M&E data from project activities and reporting on achievements to donors and partners;
  - Contribute to research, evaluations, studies and documentation on key program themes.

#### **5. Program Development**

- As required, 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 (including Expressions of Interests/ Response to Tenders) and manage overall proposal compilation and editing for agreed opportunities.

## Qualification, Skills & Attributes

Essential	
<b>Experience</b>	1. Demonstrated relevant work experience in project management roles, in either civil society, government or international organisations.
<b>Education</b>	2. Degree in International Development or related field
<b>Knowledge and skills</b>	3. Proven financial management, budget development and financial reporting skills. 4. High level of computer literacy including high level of Microsoft Word and Excel skills. 5. A proven team player with ability to plan own work, manage competing priorities and work under pressure when required. 6. Excellent written and spoken English and highly developed communication skills.
<b>Personal qualities</b>	7. Commitment to WaterAid's values and standards of safety of children in all our activities 8. Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation. 9. Ability to travel regularly to country programs (approximately 6 - 10 weeks per year)

### To Apply:

Please submit an application to [recruitment@wateraid.org.au](mailto:recruitment@wateraid.org.au) by Monday 17th September

Applications for this position must include a resume and a cover letter addressing the above Selection Criteria.

For any queries not answered in this document and to submit your application please email [tanya.edmonds@wateraid.org.au](mailto:tanya.edmonds@wateraid.org.au)

Applicants must have the right to work in Australia