



## JOB DESCRIPTION

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TITLE	Program Systems and Compliance Officer
REPORTING TO	Head of Program Operations
LOCATION	East Melbourne
EMPLOYMENT BASIS	4 days per week (0.8 FTE) 9 months fixed-term contract (3-month probationary period)
START DATE	ASAP

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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 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

### 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.

WaterAid is looking for a motivated and experienced project officer to join the Program Operations team. A sub-team within the Policy and Programs directorate, the Program Operations team hold responsibility for ensuring effective grant management, continuously improving systems and processes and supporting country programs to effectively manage programs and meet high-quality standards. This role has a focus on ensuring program requirements are consistently understood and implemented and supports the collation and documentation of evidence in preparation for WaterAid's re-accreditation in 2020.

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.

WaterAid is committed to protection from sexual exploitation and abuse in everything we do. The values and standards we uphold are highlighted in our Global Code of Conduct. All positions within WaterAid are required to comply with our Global Code of Conduct.

### **Job Purpose**

The purpose of the role is to ensure effective systems are in place to support implementation of WaterAid's policies and procedures in line with ACFID good practice and DFAT accreditation standards. This role will work under the direction of the Head of Program Operations to complete key tasks relating to re-accreditation preparation. The successful candidate will be expected to work with a high degree of commitment to delivering select pieces of work to:

- Continue to strengthen grant management processes, systems and practices to achieve efficiencies in delivering contractual requirements,
- Support country programs understanding and application of best practice, donor expectations and minimum standards, and
- Support country programs with monitoring partner capacity and compliance.

The role has a targeted focus on a number of project areas to strengthen existing practice and evidence including:

1. Conducting internal monitoring related to implementation of policies, procedures, safeguards and minimum standards;
2. Refreshing guidance materials and manuals to ensure all requirements are adequately incorporated;
3. Furthering awareness of key policies and procedures with country program staff, and initiatives to strengthen capacity for implementation and monitoring with partners; and
4. Supporting the team to enhance ongoing risk management and due diligence processes and systems.

The role complements the workplan of the Accreditation Working Group in ensuring program evidence is effectively documented and readily accessible, and works closely with the Program Operations teams in Melbourne, as well as key personnel in Country Programs in Cambodia, PNG and Timor-Leste.

## Selection Criteria

Essential	
<b>Experience</b>	1. Relevant experience working with international organisations on grant management and compliance processes and systems
<b>Knowledge and skills</b>	2. Demonstrated understanding of DFAT accreditation requirements and ACFID standards 3. Understanding of risk management frameworks and due diligence procedures 4. Knowledge of trends impacting the aid and development sector, including integration of safeguarding practices within organisational practice 5. Demonstrated experience working with in-country teams to strengthen capacity and/or processes and systems 6. Excellent communication, documentation and administrative skills
<b>Personal qualities</b>	7. Ability to adapt quickly, prioritise and meet deadlines 8. Ability to travel internationally (potentially to PNG, Timor-Leste and Cambodia)

Candidates for all roles should also demonstrate a commitment to WaterAid' values and standards of safety of children and protection from sexual exploitation and abuse in all our activities; and an understanding of gender equality and women's empowerment, diversity and cultural sensitivity.

This role is assessed as having no contact with children.

### To Apply:

Please submit an application to [recruitment@wateraid.org.au](mailto:recruitment@wateraid.org.au) before 9am Monday 12<sup>th</sup> August 2019.

All applications should include a resume and a cover letter (max 3 pages) addressing the above Selection Criteria.

For any queries not answered in this document please email Renae Davies, Head of Program Operations, at [renae.davies@wateraid.org.au](mailto:renae.davies@wateraid.org.au)

Applicants must have the right to work in Australia.

Only short-listed applicants will be contacted.