



## JOB DESCRIPTION

TITLE	Program Coordinator
REPORTING TO	Head of Program Operations
LOCATION	Remote working
EMPLOYMENT BASIS	Full time (0.8 FTE considered) 6 months fixed-term contract (3-month probationary period)
START DATE	ASAP

### Introduction

WaterAid's vision is of a world where everyone has access to safe water and sanitation. Extreme poverty cannot be eradicated without universal access to safe water, sanitation and hygiene (WASH). These basic services are human rights: everyone on our planet needs them to live healthy, dignified and productive lives.

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 Program Coordinator to join the Program Operations team on a temporary basis. The Program Operations team are a sub-team of the Policy and

Program team, and hold responsibility for ensuring effective grant management, continuously improving systems and processes and supporting country programs to effectively manage programs and meet quality standards and accountability requirements. This role has been created to assist the team to ensure delivery and documentation of program and contract requirements through a busy period and to support strategic projects, particularly related to preparation for WaterAid's re-accreditation in late 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 support country programs to effectively manage existing grants and strengthen documentation management to ensure required information is available and accessible for Accreditation.

The role will work collaboratively with the Program Operations team under the direction of the Head of Program Operations for a six-month period. A detailed workplan will be developed with the successful candidate during their onboarding, however accountabilities include:

- Supporting effective grant management across identified projects or portfolio, including coordinating with in-country teams to ensure quality program planning, monitoring and reporting;
- Ensuring documentation and dissemination of program outcomes and learnings, and timely submission of grant reporting and requirements to donors;
- Collaboration with colleagues to identify and coordinate technical inputs as required;
- Contributing to the development and/or review of risk management plans and actively monitoring and manage risks;
- Ensuring compliance with grant requirements and ensuring program documentation and evidence of application of policies and procedures are readily available for Accreditation;
- Supporting country program staff to meet agreed standards of accountability;
- Supporting effective partnership management and compliance of downstream partners;
- Contributing to improvements in grant management processes and systems; and
- Providing other support as identified to deliver the workplan of the Program Operations team.

## Selection Criteria

Essential	
<b>Experience</b>	1. Experience working within an international development organisation in a programming or grant compliance capacity
<b>Knowledge and skills</b>	2. Program management expertise, including design, planning, monitoring and reporting 3. Broad relationship building and coordination skills and experience working with in-country colleagues 4. Excellent communication, documentation and administrative skills 5. Demonstrated understanding of DFAT accreditation requirements and ACFID standards 6. Experience leading innovation or contributing to system or process improvements
<b>Personal qualities</b>	7. Ability to adapt quickly and provide support where needed, prioritise tasks and meet deadlines

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 5pm Friday 31<sup>st</sup> July 2020.

All applications should include a resume and a cover letter (max 2 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.