



JOB DESCRIPTION

TITLE	Senior Program Manager
SALARY	Competitive INGO package
LOCATION	Port Moresby, Papua New Guinea
EMPLOYMENT BASIS	2 years (subject to a 6-month probationary period) and with possible extension
START DATE	1 June 2019

WaterAid is seeking to recruit a highly motivated individual with exceptional leadership and capacity development skills, program and grant management skills, and WaSH technical expertise and experience to fill the position of Senior Program Manager (SPM) in Papua New Guinea (PNG).

WaterAid is committed to supporting the Government of PNG to reach universal access to sanitation, hygiene and water. The SPM will support the Programs team to strengthen the quality, effectiveness, efficiency and sustainability of WaterAid's programs in PNG, in collaboration with local and national Government, implementing partners, and key stakeholders (including donors and the private sector).

Key objectives of the SPM role are are to:

- Be responsible for managing and reporting on all grant activities whilst building the grant and program management capacity of the team. To do this the SPM will work closely with Programs Team members, the Operations Team in PNG and the Program support team in WaterAid Australia Headquarters in Melbourne to ensure compliance with grant management requirements;
- Ensure all WaterAid Programs are high quality from a WaSH technical and a development effectiveness perspective, reflecting latest evidence and thinking, and adapted to suit the PNG context.
- The SPM reports to the Country Director and as a member of the Senior Management Team, will support the Country Director in leading WaterAid PNG, and shaping our strategies and work with the sector.

Our Vision

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

Our Mission

Our mission is to transform lives by improving access to safe water, hygiene and sanitation in the world's poorest communities. We work with partners and influence decision-makers to maximise our impact.

WaterAid is an international non-governmental organisation dedicated exclusively to the provision of safe water, sanitation and hygiene education (WASH) to the world's poorest people. These most

basic services are essential to life; without them vulnerable communities are trapped in the stranglehold of disease and poverty.

WaterAid has been established for over 30 years and works in 26 countries in Africa, Asia, Central America and the Pacific region. WaterAid seeks to influence the policies of key organisations and institutions, such as governments, to secure and protect the right of poor people to safe, affordable water and sanitation services. We also support local government and non-government partners set up replicable, low-cost and sustainable systems for service delivery.

Overview

WaterAid Australia works within a federated international NGO structure, and is the WaterAid international member responsible for managing country programs in Timor-Leste, Cambodia and PNG.

Primary Purpose

The primary purpose of the SPM role is to ensure high quality program design and implementation and excellent grant management, and to help strengthen the capacity of the Program's team in these areas in support of the Government's efforts to achieve universal access to water and sanitation in PNG.

Accountabilities

1. To lead, supervise and strengthen the capacity of the Programs Team across the functions of program and grant management.
2. Provide technical support and leadership on issues of WaSH, development effectiveness, GESI and working with government.
3. To lead the Program Team to build and maintain effective relationships with partners and stakeholders to build local capacity and strengthen the influence of WaterAid's programs (including delivery partners, donors, international organisations, and government at national and local levels).
4. To oversee the quality of WaterAid PNG's program implementation and build a culture of continuous improvement, learning and commitment to excellence within the team, with partners and external parties.
5. To ensure WaterAid meets its internal and external accountability requirements (including oversight and development of the contract, grant and financial management systems required to meet these requirements and compliance with relevant policies and procedures.
6. To engage closely with technical leads from WaterAid PNG and WaterAid Australia to ensure our programs benefit from multiple perspectives, are robust and aligned with WaterAid Australia and PNG's strategic priorities
7. To support WaterAid's advocacy and influencing approach through sound evidence based practice, clear communication and effective representation in collaboration with the WaterAid Australia Policy and Programs team.
8. Promote a culture within the WaterAid PNG Team that aligns with WaterAid's values and Code of Conduct, including by promoting effective communication and accountability.
9. Support capacity development of team members through the conduct of meaningful performance planning and appraisals and looking for opportunities to support professional

development in order to foster strong local leadership in the PNG team and develop skills and capacities necessary to achieve WaterAid's strategic objectives.

10. Support Business Development as appropriate by identifying opportunities and contributing the designing and drafting relevant documentation as requested by the Country Director.
11. To promote opportunities for knowledge sharing and learning between the WaterAid PNG program team and program teams in other countries.
12. To contribute to the development of the WaterAid PNG Country Strategy and Annual Business Plans including by undertaking research, analysis and facilitating input of partners, stakeholders and staff to the strategic direction of WaterAid PNG.
13. To contribute to the WaterAid international federation in appropriate senior management and leadership fora.

Management relationships

The SPM will work as part of the Senior Management Team (SMT) of WAPNG, and report to the Country Director.

The SPM will manage a team of programs staff

The SPM will be required to work closely with the OM to ensure integration of operational support functions into program delivery and grant /program management.

The SPM will be required to work closely with the Manager, Learning and Effectiveness to ensure that programs are well designed and implemented, adapted based on implementation experiences based on regular reflection exercises, and effectively monitored and evaluated.

Selection Criteria

Education

- Degree or professional qualification in a relevant field

Experience

- Experience leading/ managing and building multi-disciplinary and cross-cultural teams in an international development context, with an emphasis on capacity strengthening.
- Significant experience of community-based water supply, sanitation and hygiene promotion projects.
- Experience on sustainability, sanitation approaches, hygiene behaviour and equity and inclusion.
- Extensive program management experience including in design, planning, implementation, and monitoring and evaluation
- Extensive grant management experience and a thorough understanding of key donor requirements, in particular the Australian aid program.
- Proven leadership and strategic management skills, including strategy development in a senior management capacity.
- Experience of developing key strategic and operational partnerships with national level NGOs for program, policy and advocacy interventions.
- Experience implementing adaptive management approaches supported by continuous and reflective practice
- A commitment to development effectiveness principles,
- Experience of working in PNG or in a similar context.

Knowledge and skills

- A clear and sound understanding of PNG's development context, especially in the health and WASH (water, sanitation and hygiene) sector.
- Ability to develop program implementation plans that align with grant requirements and available funding, and to plan own work, setting priorities and completing it under pressure or when faced with competing demands.
- Knowledge of and skills related to capacity development
- Ability to lead financial and budget management processes and ensure high level of accountability to internal and external stakeholders.
- An understanding of the international development context within the PNG context
- Ability to think clearly and analytically.
- Ability to communicate clearly in English.

Ability to use computers both for word-processing and spreadsheet packages and to use internet.

Personal qualities

- A strong commitment to equitable, sustainable development, in particular to strengthening the capacity of national team members
- Good relationship building skills.
- Commitment to child safeguarding.
- Excellent verbal and written communication skills
- A commitment to WaterAid's values and approach.
- Consultative, respectful, inclusive and empowering leadership and management style and willingness to learn from others.
- Willingness to work within an organisational framework in the spirit of mutual trust and respect.
- Ability and experience in working in and traveling to remote locations.
- Ability to travel in PNG and international as required.
- Able to work effectively across diverse cultures and adapt personal style to get the best out of others.

Please address Selection Criteria in your 2 page application letter.

Abbreviated Terms and Conditions

Salary	Competitive INGO taxable salary and benefits, relocation package will be considered
Location	Port Moresby, Papua New Guinea
Contract Period	The post is offered on a 2 year contract (extendable by mutual agreement)
Probation	The appointment is subject to the satisfactory completion of a six months probationary period.

Planned Recruitment Process

Closing date: 1 April 2019 (5pm Australian Eastern Standard Time)

First interview: April 2019

Second interview: May 2019

Applications for this role must comprise of:

- An application letter addressing how the candidate meets the key selection criteria outlined (maximum 2 pages)
- A curriculum vitae (maximum 4 pages). The CV must include three professional referees (referees will not be contacted until after interviews, with permission from the candidate).

Email applications to: recruitment@wateraid.org.au with the subject line: “**Application – SPM – Papua New Guinea**”. Interviews will be held in WaterAid’s PNG or Melbourne office and via video conference call (skype) for overseas candidates. 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 require any special assistance in making your application or attending an interview.

We really appreciate the time and effort candidates put in their application, however, kindly note that only shortlisted candidates will be contacted.

***Note:** WaterAid is a child safe organisation. The successful applicant will be required to provide a satisfactory criminal record check from the Australian Federal Police or country of residence.*