

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Program Manager, PNG From Gender Violence to Gender Justice and Healing Programs (Autonomous Region of Bougainville and Eastern Highlands, PNG)</b>
<b>Time Commitment</b>	<b>Full-time (1.0 FTE), permanent</b>
<b>Award Classification</b>	<b>SCHADS 6</b>
<b>Location</b>	<b>Level 1, 250 Queen St, Melbourne</b>
<b>ABOUT THE ORGANISATION</b>	
<p>IWDA is an Australian-based organisation, resourcing diverse women's rights organisations, primarily in Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.</p> <p><b>OUR VISION:</b> Gender equality for all  <b>OUR PURPOSE:</b> To defend and advance the rights of diverse women and girls  <b>VALUES:</b> Feminist, Accountable, Collaborative, Transformative  <b>OUR GOALS 2020-2023</b></p> <ol style="list-style-type: none"> <li>1. Resource and contribute to resilient and vibrant feminist movements, primarily in the areas of power, leadership and civic space; freedom from violence; and gendered climate justice</li> <li>2. Promote systemic change towards gender equality for all</li> <li>3. Build a resilient and relevant feminist organisation</li> </ol> <p>IWDA works in partnership with gender equality focused organisations in Asia and the Pacific; with international women's movement coalitions; and with government and academic institutions in Australia to address the practical and structural barriers to gender equality. IWDA's partnership work seeks to achieve transformational systemic change in order to realise our vision of gender equality for all.</p> <p>As part of this contribution, we take actions to decolonise our approach to feminism and development. We want to become the best we can be in the world at north-south partnerships. This means we seek to understand and leverage our locational power so that we know when to:</p> <p><b>STEP UP</b> and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements  <b>STAND WITH</b> feminist movements in solidarity and amplify the work of global south actors  <b>STEP BACK</b> when others are better placed to take the lead.</p> <p><i>International Women's Development Agency (IWDA) has an Equal Opportunity exemption (H69/2022) and requests applications from women (including trans women) and non-binary people only.</i></p> <p><i>IWDA welcomes people with different skills and life experiences, and encourages women from culturally and linguistically diverse backgrounds, women with disabilities and First Nations women to apply. <b>Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners, especially within the PNG and / or the Pacific</b></i></p> <p><i>Any offer of employment will require a National Police Check and endorsement of IWDA's Child Protection Code of Conduct. All applicants must be legally entitled to live and work in Australia.</i></p>	

**POSITION CONTEXT AND FOCUS**

This portfolio manages grant funding (through DFAT) in support of programs implemented by the national partner organisations in PNG and the Autonomous Region of Bougainville (AROB).

The From Gender Violence to Gender Justice and Healing programs are funded through DFAT and support the national partners to predominantly respond to women, girls and children escaping situations of violence to provide rapid emergency response, safe accommodation, trauma counselling, case management and referral services. Partners also work within communities and schools in anti-violence awareness and advocacy, and facilitate Economic Empowerment opportunities to support women's autonomy and financial security.

The Program Manager manages the funding grants to these partners to implement the work that they do in their communities. In doing so, the Program Manager works within mutually respectful relationship with the partners to provide support in areas of identified strengthening and as required.

This position sits within the Partnerships team in the Systemic Change & Partnerships Team and reports to the Senior Program Manager. The Program Manager will contribute to IWDA's positive and committed organisational culture and work collaboratively with teams across the organisation.

IWDA is committed to the wellbeing and safety of our staff including with respect to COVID-19. All our team members are able to work flexibly from home as well as from our office in Melbourne. All staff are fully equipped to work productively and safely from their homes. As long as it is COVID-19 safe, the candidate will be expected to work from our physical office space at least two days a week.

**KEY RELATIONSHIPS**

- Reports to: Senior Program Manager
- Supervises: Program Coordinator, NCfR
- Internal: Systemic Change and Partnerships Team, RPA Team, Business Transformation Team, Leadership Team, Board, Staff, Volunteers and Interns
- External: Nazareth Centre for Rehabilitation, Department of Foreign Affairs and Trade (DFAT) PNG and Autonomous Region of Bougainville and Canberra; relevant Non-Government Organisations (NGOs), relevant Women's and Development networks

**KEY RESPONSIBILITIES**

**Program management**

- Secure and maintain funding to support the work of the partners and manage consolidated quality reporting to donors – narrative and financial – with support from IWDA Finance team
- Manage donor funding across IWDA and partner expenditure transparently and with accountability
- Manage funding contract and ensure deliverables meet requirements and are timely
- Support Program Management across all areas of the Program Cycle, as led by partners. This includes: annual program work planning, budgeting and risk management; supporting partner reporting (narrative and financial); providing organisational strengthening support to partners as required; coordinating and participating in advocacy, consultant contract management and advocating with partners in donor spaces
- Manage monitoring and evaluation and phase designs of the program to support quality, accountability and learning, including field visits where/when possible
- Manage support to partners to meet compliance and due diligence standards especially in relation to PSEAH, child protection and financial management with a focus to the specific needs and benefits with the partner

- Manage country development and security plans to ensure ongoing relevance
- Manage and deliver the program work plan including delegation and support to the Program Coordinator to ensure all program cycle deliverables are met

**Partnership building and relationship management**

- Sustain, manage and grow the relationships across partners with IWDA through feminist partnership building approaches
- Provide operational supervision and work plan guidance to the Program Coordinator
- Liaise with DFAT, especially at post, other NGOs and stakeholders on key gender equality outcomes in line with IWDA's Strategic Plan
- Actively contribute to IWDA's alliance and network approach to strengthen women's movements nationally, regionally and internationally
- Contribute to strong working culture through building positive and constructive working relationships with members of IWDA's Systemic Change & Partnerships Team and other teams

**Organisation development and program planning**

- Contribute to IWDA's resource mobilisation through identifying and pursuing opportunities to secure new and/or additional funding for the program and developing high quality funding proposals
- Provide program contributions to internal monitoring and reporting requirements such as team work plans, risk management, and agency reporting, including contributing to organisation MEL data collection, analysis and reporting
- Represent IWDA at relevant inter-agency meetings, working groups, conferences or workshops
- Document stories and lessons learned through program, partnership, and field experience to contribute to country program development, organisation learning and in support of IWDA's communications strategy
- Contribute to IWDA agency governance, communication, policy and compliance requirements, as relevant to area of responsibility, as they arise
- Contribute to IWDA organisational culture building and diversity & inclusion work as required
- Relevant administrative tasks as required

SELECTION CRITERIA	
Technical Competencies	Behavioural Competencies
<p><b>Essential</b></p> <p>1 Minimum three years' experience in:</p> <ul style="list-style-type: none"> <li>• Program Management and contract management including applying for, and managing, grants for international or local programs in an INGO setting, as well as report writing demonstrating program impacts</li> <li>• Demonstrated understanding of, and experience with, financial management including budget negotiations, supporting and reviewing acquittals, forecasting and variance reporting and donor financial reporting</li> <li>• People management</li> </ul> <p>2 Strong understanding of gender equality and women's rights issues and social inclusion (in the international context - Pacific region preferred)</p> <p>3 Demonstrated experience working with local autonomous partners in support of locally-led development</p> <p>4 Experience building and supporting successful long-term partnerships (networks, alliances, or coalitions) working with diverse stakeholder groups and managing donor engagement</p> <p>5 Demonstrated experience with monitoring, evaluation and learning preferably in Gender Equality focused programs</p> <p>6 Initiative and ability to respond effectively to challenges with the ability to manage workflows and balance competing priorities to meet deadlines</p> <p>7 Relevant tertiary qualifications or equivalent experience</p> <p>8 Highly developed interpersonal skills, including in cross-cultural contexts</p> <p>9 Commitment to feminism, diversity and inclusion</p> <p><b>Desirable</b></p> <p>10 Experience working in PNG, the Autonomous Region of Bougainville or the broader Pacific, and / or with Pacific women's rights organisations/activists</p> <p>11 Experience working with feminist programs including feminist approaches to partnership and advocacy</p>	<ul style="list-style-type: none"> <li>• Valuing Diversity</li> <li>• Empowerment</li> <li>• Managing Work &amp; Quality</li> <li>• Acting with Transparency</li> <li>• Building Trusting Relationships</li> <li>• Collaborating for success</li> <li>• Learning, Improving &amp; Adapting</li> <li>• Judgement &amp; Decision Making</li> </ul>
GENERAL CONDITIONS	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> <li>• Support and demonstrate IWDA's Values and Behavioural Competencies</li> <li>• Act at all times in accordance with IWDA's Code of Conduct and Policies</li> <li>• Comply with IWDA's Occupational, Health, Safety &amp; Wellbeing Policy and practices</li> <li>• Act at all times in accordance with IWDA's Child Protection Code of Conduct and Policy</li> <li>• Undertake a police check prior to commencement and every two years thereafter.</li> </ul>	
TRAVEL REQUIREMENTS	
<p>Pre-COVID, Program Managers were required to undertake approximately up to ten weeks travel per year. Travel to remote locations is a requirement and the incumbent must be confident and fit to travel to such locations. Following a detailed risk assessment, it is anticipated the Program Manager will be able to recommence travel within the Pacific during FY 23 as borders open.</p>	

It is a condition of employment that staff abide by all IWDA Policies and Procures, particularly in relation to Occupational Health and Safety and security and safety.