

POSITION DESCRIPTION

Position Title	Program Coordinator, Papua New Guinea
Time Commitment	Part-time (0.6 FTE), Fixed-term 12 months
Award Classification	SCHADS 4
Location	Level 4, 333 Queen St, Melbourne. Hybrid WFH and office

ABOUT THE ORGANISATION

WHO ARE WE?

International Women's Development Agency (IWDA) is an Australian-based organisation, resourcing diverse women's rights organisations (WROs) primarily in the Asia and the Pacific, and contributing to global feminist movements to advance our vision of gender equality for all.

VISION Gender equality for all

PURPOSE To defend and advance the rights of diverse women and girls

VALUES Feminist, Decolonial, Accountable, Collaborative, Transformative

Within the ecosystem of women's rights organisations, IWDA is both for and of feminist movements. We resource the work of diverse WROs, and enable them to be more effective by providing support that goes beyond money. We are committed to building a resilient and relevant feminist and decolonial organisation, and to becoming an explicitly anti-racist organisation.

Anchored by lessons from our 40-year history and guided by fiercely held feminist and decolonial values, our new [Strategic Plan 2025 - 2035](#) lays out IWDA's path towards realising our vision of gender equality for all.

OUR GOALS 2025-2035

- Shift resources to Women's Rights and aligned organisations
- Engage in movement strengthening
- Advance feminist & decolonial knowledge for change
- Live our values by modelling a different way of being as a feminist organisation

Our 4S Framework supports our commitment to decoloniality so that we know when to:

STEP UP and use our power to leverage resources and access for women's rights organisations, and make our own contribution to feminist movements

STAND WITH feminist movements in solidarity and amplify the work of Majority World actors

STEP BACK when others are better placed to take the lead.

SIT WITH uncertainty, embrace communal learning and deep listening, and accept that time is needed to collectively discern the best course of action.

IWDA's 10-year Strategy commits to expanding our work in Australia, deepening engagement with domestic feminist movements, and responding to urgent calls for feminist climate justice. We recognise our responsibility to act on issues where our locational power as an organisation based in Australia can make a difference – including the climate crisis. Environmental justice and gender equality are inextricably linked – and both are undermined by the same patriarchal, colonial and capitalist systems that exploit the earth and marginalise women, girls and gender-diverse people. Feminist movement actors, including Women's Rights Organisations (WROs) we partner with in Asia and the Pacific, are calling on Minority World actors to step up, advocate, and take responsibility for the disproportionate damage caused by high-emission countries.

For IWDA, responding to these calls is part of decolonising our practice. Through our 10-year strategy, we commit to leveraging our platforms, networks and analysis to champion feminist climate justice in Australia, centring First Nations leadership and deepening solidarity with aligned movements to disrupt the systems that undermine our collective rights.

International Women's Development Agency (IWDA) has an EO exemption (H69/2022) and requests applications from people who identify as women only (cis and trans).

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. Preference will be given to applicants who have experience in, or strong community ties to, one of the countries in which IWDA supports partners.

Any offer of employment will require a National Police Check and endorsement of IWDA's Safeguarding Code of Conduct. All applicants must be legally entitled to live and work in Australia.

POSITION SUMMARY

The Program Coordinator is responsible for supporting Women Leading Change in the Highlands (WLCiH), a three-year program implemented by IWDA in partnership with Voice for Change (VfC), a women's rights organisation based in Jiwaka Province, Papua New Guinea. The program is funded by the Australian Government through the Department of Foreign Affairs and Trade (DFAT) and managed by Abt Associates, with an implementation period of 1 July 2024 to 30 June 2027 and a budget of AUD \$2.5 million.

WLCiH builds on previous programs to address gender inequality in the Papua New Guinea Highlands. The program focuses on three key objectives: (1) strengthening VfC's organisational sustainability, (2) increasing women's leadership and participation in decision-making, and (3) improving access to protection and support services for women and girls at risk of, or affected by, gender-based violence (GBV).

The Program Coordinator is responsible for supporting day-to-day management of the WLCiH program to enable VfC to deliver the program effectively. This includes contract and financial administration; financial and narrative reporting; data collection and analysis; project administration; information management; logistics support; maintaining a mutually respectful partnership by providing tailored support; and supporting compliance, safeguarding, risk management and inclusion.

Aligned with IWDA's Strategic Plan, the role fosters collaborative and supportive partnerships, strengthening partners' long-term sustainability and ensuring that women's rights organisations in Papua New Guinea have the resources and support needed to drive lasting change.

IWDA is committed to the wellbeing and safety of our staff. IWDA works through a hybrid approach supporting all team members to work flexibly, fully equipped from home as well as from our office in Melbourne. The successful candidate will be expected to work from our Melbourne CBD office at least two days per week (Tuesdays strongly preferred).

The safety and wellbeing of children and other vulnerable persons engaged in IWDA's programs is a priority for IWDA. We have strong recruitment process in place to ensure the safest and most suitable people are employed by our organisation.

KEY RELATIONSHIPS

Reports to:	Program Manager, PNG
Internal:	Senior Program Manager, Director of Partnerships, Partnerships team; People, Finance & Operations Team; Knowledge Transition & Equality Insights Team; Resource Growth & Communications Team, Volunteers and Interns
External:	Partners, Consultants, Donors, women's rights organisation in PNG, women's and development networks within Australia and overseas

KEY RESPONSIBILITIES

Grant and Program Management, to support all areas of the program cycle and partnerships

The Program Coordinator will support the Program Manager with:

- Program and partner support, including monitoring, evaluation and learning processes, taking the lead in quantitative data capture, collation, quality control and reporting.
- Development of program budgets, annual plans and partner Funding Order agreements and variations
- Delivery of accurate and complete financial and narrative reports to donors including liaising with partners to ensure they provide quality and timely inputs
- Work in a participatory and sustainable manner with IWDA partners to identify and resource training and/or other technical or institutional support as agreed with the partner organisation
- Developing/reviewing of process and policy documents to support partner operations
- Field visits as required with particular focus on due diligence spot-checks and compliance mapping

The Program Coordinator, with Program Manager support, will hold responsibility for

- Tracking and supporting partners to meet donor compliance standards, including, but not limited to, risk management, Anti-Fraud and Corruption, Child Protection and Prevention of Sexual Exploitation and Harassment
- Effective financial administration including monitoring against budgets, processing partner acquittals, preparation of funds transfers and addressing variances as required in consultation with partners
- Effective data coordination and management of program records, including drafting and filing records of meetings and regular updating team tracking and management tools
- Support consultants through contracting for identified deliverables
- Coordinate event and travel logistics and document preparation for external consultants, We Rise Coalition workshops, forums, meetings, training courses and conferences.
- Processing of invoices and fund transfers.

Partnership building and relationship management

- Work with partner organisations through feminist partnership building approaches and in-line with IWDA's decolonial framework and 4Ss approach to ensure vibrant and equal partnerships
- Actively contribute to IWDA's alliance and network approach to strengthen women's movements nationally, regionally and internationally through engaging in respectful and mutual partnerships
- Contribute to strong working culture through building positive and constructive working relationships with members of IWDA's Partnerships Team and other teams

Organisational Development and Participation

- Documenting stories and lessons learned through the program to contribute to organisational learning and IWDA communications and fundraising
- Contribute to IWDA's resource mobilisation through providing support in tracking, preparing and submission of program proposals or applications for program funding or grants
- Participation in internal monitoring and reporting requirements such as teamwork plans, risk management, and agency reporting, including contributing to organisation MEL data collection, analysis and reporting

- 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 and inclusion work as required
- Other administrative tasks as required

As with all employees, the role holder will also contribute to IWDA organisational processes as appropriate to their seniority in the organisation. These include: monitoring, evaluation and learning; budgeting, planning and reporting, and organisational culture building, including improving organisational drivers of diversity and inclusion and the continual work towards becoming an anti-racist organisation.

SELECTION CRITERIA

Technical Competencies

Essential

1. Tertiary qualification or equivalent experience in International Development or related field
2. Experience (voluntary or paid) working within the international development sector in a relevant program support role
3. Experience of program/project and contract management
4. Strong written communication skills, including the ability to adapt writing and presentation style for a range of audiences and purposes including correspondence, proposals or submissions, report writing and minute taking
5. Demonstrated record of success in establishing, maintaining and maintaining administration and tracking systems, preferably in support of project management
6. Strong financial acumen and well-developed computer proficiency in the Microsoft Office Suite
7. Commitment to feminism, diversity, inclusion and decolonisation
8. Self-motivated and demonstrated ability to follow directions and progress agreed tasks with ownership and autonomy, and as an effective team member, promoting cooperation and commitment to achieve goals
9. A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions, and deadlines

Desirable

10. Experience in, or strong community ties to, PNG or other Pacific countries.
11. Experience supporting the implementation of disability and safeguarding practices and policies
12. Experience with monitoring, evaluation and learning processes.

Behavioural Capabilities

- Self-awareness
- Being inclusive and power aware
- Practising collective care
- Being courageous
- Achieving outcome & progress not perfection
- Being empathetic
- Building trusting relationships
- Being curious
- Learning, unlearning & adapting
- Dismantle system of oppression

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- Support and demonstrate IWDA's values and behavioural capabilities
- Act at all times in accordance with IWDA's Code of Conduct and Policies
- Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices
- Act at all times in accordance with IWDA's Safeguarding Code of Conduct and Policies
- Undertake police check prior to commencement and every two years thereafter

TRAVEL REQUIREMENTS

Program Coordinators are required to undertake approximately two trips or four weeks of travel per year. Travel to remote locations including the PNG Highlands is a requirement and the incumbent must be confident and fit to travel to such locations. It is a condition of employment that staff abide by all IWDA Policies and Procedures, particularly in relation to Occupational Health and Safety and security and safety.