

POSITION DESCRIPTION

Position Title	Program Manager Pacific – Papua New Guinea
Time Commitment	Full time (1.0 FTE) permanent
Award classification	SCHADS 6
Location	Melbourne

ABOUT THE ORGANISATION

WHO ARE WE?

IWDA is the leading Australian agency entirely focussed on women's rights and gender equality. We are international, feminist and independent.

OUR VISION Gender equality for all

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

OUR VALUES Feminist, Accountable, Collaborative, Transformative

OUR GOALS 2020-2023

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
2. Promote systemic change towards gender equality for all
3. Build a resilient and relevant feminist organisation

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.

We resource the work of diverse women's rights organisations, enable them to be more effective by providing support that goes beyond money, and we make our own contributions to feminist movements through advocacy, knowledge creation and translation.

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:

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 global south actors

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

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

*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, especially PNG.***

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.

POSITION SUMMARY

The Program Manager Pacific - Papua New Guinea, contributes to IWDA's partnership and program implementation as a part of IWDA's Strategic Plan (Goal 1). This position sits within the Systemic Change and Partnerships team at IWDA.

Reporting to the Senior Program Manager, this role drives feminist, systemic change approaches to partnership building, program development and implementation, organisational strengthening, financial management, advocacy, monitoring, evaluation and learning, and contract management.

The current focus of the role is to lead and facilitate a number of IWDA's partnerships with women's rights organisations in the Pacific. The position will lead and manage relationships in Papua New Guinea (Voice for Change and Wide Bay Conversation Association). These programs are funded by DFAT's Pacific Women Lead program and UN Women's Spotlight Initiative. Role responsibilities will include overseeing program management and partnership processes with a feminist approach, ensuring these processes are relevant to partners, program outcomes and in line with IWDA strategic priorities. This position also leads technical accompaniment to Voice for Change through IWDA's Advisor Model.

The Program Manager will manage and lead support to partners, including: to identify organisational strengthening needs and source capacity building support; build, review and acquit budgets in line with IWDA financial procedures and donor requirements; adhere to reporting requirements, and support the advocacy and movement building work of IWDA. Through the Advisor Model, the Program Manager is responsible for ensuring that IWDA delivers technical accompaniment to Voice for Change in line with our contractual agreements, and build learning and evidence for this new model of working with partner organisations.

The Program Manager will be expected to contribute to increased resource mobilisation for IWDA, including expanding networks and relationships with women's rights organisations and the broader women's rights and feminist movement. This role will also support activities by the Communications and Fundraising Teams, including supporting content gathering and involvement as required in supporting relationships with other donors.

The Program Manager will be expected to contribute to IWDA's organisational culture and functions through: collaborative working across organisational teams (primarily Systemic Change and Partnership teams, Finance, and Business Transformation); connecting the work of partners to related systemic change work across the organisation; reviewing and implementing policies; and providing relevant input to IWDA's Monitoring, Evaluation and Learning (MEL) systems and processes.

KEY RELATIONSHIPS

Reports to: Senior Program Manager

Internal: Systemic Change and Partnerships Team, Finance team, Business Transformation Team, Leadership team, Staff, Volunteers and Interns

External: IWDA partner organisations, potential partner organisations, relevant Australian High Commission posts, bilateral and philanthropic donors, particularly those working in the Pacific, Pacific and global women's rights organisations and stakeholders, other INGOs working in the Pacific

KEY RESPONSIBILITIES

Management of a specified regional portfolio of partnerships in line with agreed project/program budgets and contracts

- Implement, monitor and operationalise a portfolio of projects in line with IWDA's Partnerships strategies and Monitoring, Evaluation and Learning Framework, and in collaboration with internal stakeholders and other IWDA staff

- Maintain organisational relationships with partner organisations by providing support and accompaniment that contributes to planning, monitoring and evaluation, financial management and transparency, mutual learning and organisational strengthening
- Provide strategic advice and analysis on key issues and developments within the program and country portfolio and good practice within the sector
- Manage program risk and ensure IWDA is adhering to all due diligence responsibilities relating to safeguarding, fraud, and other compliance matters
- Manage project contracts, work planning, narrative reports, budgets and financial acquittals to ensure implementation against timelines and budget
- Work in a participatory manner with partner organisations to identify resources, training and/or other technical or institutional support (from IWDA or elsewhere) as required
- Work with partner organisations to identify, build and implement organisational strengthening plans ensuring they reflect partners' current and future organisational priorities and needs
- Plan and undertake implementation, support and monitoring visits overseas as needed
- Complete field visit project reports in line with IWDA procedures & donor requirements

Contribute to IWDA and partner organisational development and program planning:

- Contribute to IWDA's resource mobilisation through developing and contributing to high quality proposals and/or program concept notes, in collaboration with partner organisations
- Contribute to ongoing program development and sharing of lessons learned in IWDA and with program partners related to IWDA's Thematic Impact Areas
- Contribute to the preparation of reports and analysis as requested, including meeting MEL requirements
- Represent IWDA at relevant inter-agency meetings, working groups, conferences or workshops
- Document stories and lessons learned through program, project and field experience to contribute program development, organisational learning and IWDA communications
- Support IWDA Communications Strategy by documenting program outcomes to inform a range of IWDA stakeholders
- Contribute to the ongoing development of IWDA's policies and procedures as they relate to program partnerships
- Contribute to ACFID and DFAT accreditations, and identify and implement continuous program improvement to ensure compliance
- Ensure IWDA is adhering to all responsibilities relating to safeguarding, fraud, and other compliance matters

Relationship Management:

- Manage and mentor Program Coordinator, setting direction and building capacity as necessary
- Build new relationships with relevant donors, including bilateral and philanthropic donors
- Sustain and further develop relationships with existing donors, especially DFAT, as a major donor
- Build and sustain relationships with global women's networks and activists, with a focus on key Pacific networks and individuals
- Development new relationships with local NGOs and key stakeholders to strengthen alliances, networking and program development opportunities
- Support an organisational culture that progresses a decolonised and feminist partnership approaches
- Contribute to IWDA's alliance and network approach to strengthen women's and development movements, nationally, regionally and internationally.
- Contribute to strong working culture through building positive and constructive working relationships with members of the Systemic Change & Partnerships Team and other IWDA teams
- Support other IWDA teams and organisational priorities in line with the role as required.

SELECTION CRITERIA	
Essential	Behavioural Competencies
<ol style="list-style-type: none"> 1. Highly developed stakeholder management, inter-cultural and interpersonal skills 2. Demonstrated experience with gender and development programs (ideally in PNG and/ or other Pacific countries) including: project design; implementation; monitoring and evaluation; partner capacity strengthening; inputs in technical program management areas 3. Strong experience and highly developed skills in financial management, including budget planning and forecasting, coordinating quarterly/ 6-monthly/ annual acquittals, financial and variance reporting, as well as providing intensive partner level support 4. Considerable people management experience 5. Relevant tertiary qualifications 6. Excellent organisational skills including the capacity to prioritise and to meet deadlines 7. Commitment to feminism in practice 	<ul style="list-style-type: none"> • Valuing Diversity • Empowerment • Managing Work & Quality • Acting with Transparency • Building Trusting Relationships • Collaborating for success • Learning, Improving & Adapting • Judgement & Decision Making
Desirable	
<ol style="list-style-type: none"> 1. Understanding of and experience in practical application of a strengths based approach of working with overseas partner organisations 2. Demonstrated experience designing, developing and delivering freedom from violence programs 	
GENERAL CONDITIONS	
<p>All IWDA staff and volunteers are required to:</p> <ul style="list-style-type: none"> • Support and demonstrate IWDA's Values and Behavioural Competencies • Act at all times in accordance with IWDA's Code of Conduct and Policies • Act at all times in accordance with IWDA's Child Protection Policy and Code of Conduct • Comply with IWDA's Occupational, Health, Safety & Wellbeing Policy and practices 	
TRAVEL REQUIREMENTS	
<p>Based on the easing of travel restrictions and approval from an occupational, health and safety perspective, Program Managers are expected to undertake overseas travel to support partners in program management and monitoring and to evaluate our work. It is a condition of employment that staff abide by all IWDA security and safety policies and procedures. Travel to remote locations is a requirement of the role and staff should be confident and fit to travel to these locations.</p>	