

POSITION DESCRIPTION

Position Title	Program Coordinator, Cambodia
Time Commitment	Part-time (0.6 FTE) 7 months fixed term parental leave cover (mid Sep 2023 – April 2024)
Award Classification	SCHADS 4
Location	Level 4, 333 Queen St, Melbourne (Currently hybrid WFH and office)

ABOUT THE ORGANISATION

WHO ARE WE?

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

OUR VISION Gender equality for all

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

VALUES

Feminist, Accountable, Collaborative, Transformative

OUR GOALS 2020-2023:

1. Resource and contribute to a resilient and vibrant feminist movement
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 EO 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.***

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

IWDA began working in Cambodia in 1985 and currently has funded partnerships with sophisticated and internationally recognised feminist organisations in Cambodia: United Sisterhood Alliance; Rainbow Community Organisation Kampuchea (RoCK); and Gender and Development Cambodia (GADC). IWDA collaborates with these organisations as allies and movement partners, with a focus on mutual learning, joint advocacy and feminist movement strengthening.

The Program Coordinator will support the Program Manager, Cambodia to manage a portfolio of programs. In particular, the position will provide coordination support to IWDA's partnerships and program implementation of the Movements and Voice for Equality (MOVE) Program funded by the Foundation for a Just Society (FJS). IWDA undertakes a secretariat role in the MOVE program, is a movement partner and provides technical accompaniment regarding strategic advocacy. The program aims to advance long-term structural change towards gender equality, justice and participatory democracy in Asia and the Pacific, particularly in Cambodia and Myanmar.

The role undertakes program coordination, information management, logistics management, contract management support, financial administration, monitoring, evaluation and learning (MEL) inputs, consultant contracting, donor tracking, support to proposal development and administration regarding IWDA's Cambodia Country Program and the MOVE Program.

IWDA is committed to the wellbeing and safety of our staff. 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:	Program Manager, Cambodia
Internal:	Systemic Change & Partnerships Team; Finance Team; Business Transformation Team; Leadership Team; Board; Staff, Volunteers and Interns
External:	IWDA partner organisations; local NGOs in Cambodia (including potential IWDA partner organisations); Australian Embassy in Cambodia; bilateral and philanthropic donors, particularly those working in Cambodia; regional and global feminist movement actors, other Australian and international NGOs

KEY RESPONSIBILITIES

Program Coordination

- Collaborate with the Program Manager, Cambodia for effective development, coordination and delivery of IWDA's portfolio of partnerships and programs in Cambodia
- Support the Program Manager to deliver accurate and complete financial and narrative reports, including liaising with partners for quality and timely inputs
- Support the coordination and maintenance of program records, including archiving and program knowledge management
- Support the Program Manager and partners with effective financial administration, including monitoring against budgets; preparation of funds transfers; and addressing variances as required
- Provide logistics support for events and workshops, including: preparing documents for external consultants; procuring small value items; and keeping records of meetings
- Track and support partners to meet donor compliance standards, including, but limited to risk management, Anti-Fraud and Corruption, Child Protection and Prevention of Sexual Exploitation, Abuse and Harassment requirements
- Support the tracking, preparation and submission of tenders or applications for program funding or grants

- Develop/review process and policy documents to support partner operations

Coordinate monitoring, evaluation and learning (MEL) processes that gather evidence of program achievements

- Support the Program Manager in project monitoring, evaluation and learning processes including data capture, quality control and reporting
- Support the Program Manager to build partner capacity in MEL processes through strong information management and innovative administrative processes
- Support the Program Manager to undertake in-country monitoring visits and participate in field visits as required
- Support documentation of stories and lessons learned through the program to contribute to country program development, organisational learning and IWDA communications and fundraising

Relationship Management

- Maintain and enhance cross-team engagement within IWDA related to partnerships
- Support communications, advocacy and fundraising activities as required
- Support the Program Manager to identify potential new relationships or partnerships for the purposes of advocacy, movement strengthening or resource mobilisation
- Support other IWDA organisational priorities in line with the role as required

SELECTION CRITERIA

Technical Experience

Essential

1. Experience (voluntary or paid) working within the international development sector or local programs in an NGO setting in a program support role
2. Demonstrated success establishing and coordinating administration and tracking systems, preferably in support of project management
3. Well-developed financial acumen preferably in support of financial management of international development project
4. Well-developed computer proficiency in Microsoft Office Suite
5. 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
6. Commitment to feminism, decolonisation, and diversity and inclusion

Desirable

7. Experience supporting the implementation of disability inclusion and safeguarding practices and policies
8. Relevant tertiary qualifications or equivalent experience

Behavioural Competencies

- Valuing Diversity
- Empowerment
- Managing Work & Quality
- Acting with Transparency
- Building Trusting Relationships
- Collaborating for success
- Learning, Improving & Adapting
- Judgement & Decision Making

GENERAL CONDITIONS

All IWDA staff and volunteers are required to:

- 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

- Undertake police check prior to commencement and every two years thereafter

TRAVEL REQUIREMENTS

There won't be any travel requirements for this role.