

POSITION DESCRIPTION

Position Title:	COUNTRY DIRECTOR, CHILDFUND TIMOR-LESTE
Department:	Program
Location:	Dili, Timor-Leste
Employment Status:	Full-time, Initial 2 year fixed-term agreement, with possibility of extension. Employment is subject to the successful securing of an appropriate work permit and visa.
Reports to:	International Program Director

1. ORGANISATIONAL CONTEXT

ChildFund Australia is an independent and non-religious international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights. We want every child to be able to say: "I am safe. I am educated. I am heard. I can make a difference. I have a future."

ChildFund Australia implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 9 million children and families in over 50 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

ChildFund Australia assumed management responsibility for ChildFund Timor Leste in October 2017. Previously, ChildFund Timor Leste had been managed by another member of the ChildFund Alliance, ChildFund International. ChildFund Australia's goals in Timor Leste are to achieve and demonstrate effectiveness and accountability in its fundraising and program activities and add value to the efforts of its partners through quality development programs that are respectful, responsive and effective in helping children in poverty, their families and communities.

2. JOB PURPOSE & REPORTING STRUCTURE

The transition of management and early stages of program implementation from ChildFund International to ChildFund Australia will involve a number of changes to policies, processes, programming and culture. With the support of ChildFund Australia's Sydney-based staff, the new Country Director, ChildFund Timor-Leste (CD) has primary responsibility to lead and drive ChildFund Timor-Leste through this period of transition and innovation.

The CD will have overall responsibility for leadership, people management, program innovation and grants growth – as well as the overall management of organisation's activities in Timor Leste from 2018-2019.

The CD will work closely with the Sydney-based International Program Director (IPD) and the Timor-Leste Transition Team to lead and manage ChildFund's operation in Timor-Leste.

3. KEY AREAS OF RESPONSIBILITY

Change Management

- Develop an effective transition strategy from management under ChildFund International to ChildFund Australia, identifying areas requiring change and allocating resources accordingly.
- Drive changes in culture and practice within the ChildFund Timor-Leste office.
- Lead the introduction and implementation of ChildFund Australia strategies, policies and programming to ChildFund Timor-Leste.
- Work with Senior Management and ChildFund Australia to develop organisation-wide personnel strategy for ChildFund Timor-Leste.

Leadership

- Develop a strong, capable, and highly-motivated country team, including leading and directing an effective and accountable Timor Leste Senior Management Team.
- Lead the development and implementation of a new ChildFund Timor Leste Country Strategy Paper supported by the ChildFund Australia Strategic Plan 2016-2020
- Ensure a positive and appropriate balance between operational in-country requirements with ChildFund Australia's organisation-wide priorities.
- Participate as a member of ChildFund senior management team, maintain integration and cooperation with other sections of the organisation and contribute to the overall development and leadership of the organisation.

Program Leadership

- Implement program operations in a manner consistent with the mission, vision and values of ChildFund and in compliance with the organisation's policies and procedures as set out in the ChildFund Program Handbook.
- Lead the review and refinement of partnership arrangements with local NGOs and identify appropriate new local initiatives for immediate and longer term support and funding by ChildFund.
- Ensure that program priorities are identified in accordance with ChildFund policy and Strategic Plan.
- Expand and develop ChildFund's program activities through the development of new project proposals and grant initiatives, to ensure every opportunity to grow the program in Timor Leste is explored.

- Lead and ensure high quality program planning and implementation, including strong INGO and NGO consultation and partnering; community engagement, participation from children and effective child-centred development programs.
- Commence the establishment of ChildFund Monitoring and Evaluation Approaches, and undertake program audits or donor audits as required.

Sponsorship Management

- Implement sponsorship program operations in a manner consistent with the mission, vision and values of ChildFund Australia supported by teams in Sydney and with ChildFund Alliance members.
- Support the Head of Sponsor Relations to ensure that child sponsorship systems are maintained and that staff are appropriately trained to carry out effective sponsor related activities both in the Country Office and in the field.
- Liaise with local partners to ensure quality sponsorship activities are being undertaken efficiently and meeting set requirements.
- Ensure that the effectiveness, impact and direction of the sponsorship program is appropriately monitored on a continuing basis and the lessons from this process shared within ChildFund, with local authorities and partner organisations.

People Management

- Be a role model for managers and staff members.
- Ensure that staff contracts and other human resource practices adhere to local labour laws and regulations.
- Oversee the implementation of human resource practices and recruitment according to ChildFund Australia policies, procedures and guidelines.
- Actively foster team building amongst staff, provide regular feedback to managers and staff to ensure performance review is carried out throughout the year, conduct a formal annual performance appraisal and ensure that staff development needs are identified and facilitate staff training and development opportunities following the Performance & Development Plan.
- Maintain staff management systems which reflect ChildFund Australia's principles of fairness, transparency and efficiency and ensure that health, safety and security of staff is given high priority at all times and that policies and procedures are developed and followed to maintain and promote staff's wellbeing.
- Ensure that all legal and regulatory requirements are met in a timely manner.

Finance, Administration & Risk Management

- Ensure effective financial management for the operations in accordance with local statutes, delegation of authority and total budget parameters, using strong financial controls.
- Oversee ChildFund Timor-Leste's financial systems as advised by the Finance Director and as outlined in the ChildFund Finance Manual.
- Ensure that reliable methods for the management and monitoring of expenditure, including handling of cash are in place, that an assets register is maintained, and that ChildFund Australia's finance policies and procedures are complied with.
- Ensure preparation of requested financial documents including an annual budget. Monitor income & expenditure through the year in accordance with budget and take corrective action when variances emerge.

- Maintain effective risk management approaches in consultation with ChildFund Australia's Finance Director.

Reporting & Compliance

- Provide reports for the Board, IPD, donors and grant-bodies as required under the terms of any grant funding.
- Provide other material necessary for fundraising, human resources, communications and media purposes.
- Ensure that operations are compliant with the ACFID Code of Conduct, Department of Foreign Affairs of Australia (DFAT) guidelines and that all practices and activities of ChildFund in Timor Leste are compliant with the country's statutes, regulations and protocols.
- Ensure the maintenance of accurate and up to date organisational and statutory records.

Reputation, Networking & Key Relationships

- Liaise with and ensure good working relations are expanded and maintained with government departments, local NGOs, donors and other international agencies to share information, plan and review programs, develop joint projects; collaborate and ensure mutual awareness of activities and projects.
- Represent ChildFund interests at relevant and appropriate working groups, forums, media events and donor discussions, demonstrating high professional standards and ethical conduct.
- Ensure that open, effective and regular communications are maintained with ChildFund's Sydney office and other ChildFund offices, building a productive and collaborative relationship.
- Maintain and further explore key contacts in designated provincial areas and districts and develop strong engagement with those communities.
- Work to influence policy and practice within the region, with a view to improving children's rights.

4. REQUIRED COMPETENCIES/EXPERIENCE/QUALIFICATIONS

Core competencies

- Committing to ChildFund Australia's values, mission and vision;
- Working in teams;
- Communicating effectively;
- Exemplifying accountability and integrity; and
- Being adaptable and flexible.

Functional/Technical Competencies

- Leading organisational change and innovation;
- Applying organisational leadership and providing direction;
- Building strategic alliances and developing new partnerships;
- Understanding of child sponsorship practices; fundraising products and Mobilising resources;
- Ensuring operational effectiveness and accountability for results;
- Ensuring the safety and security of personnel and operations; and
- Providing and improving the impact of ChildFund's activities.

Qualifications & Experiences

- Tertiary qualifications in social sciences or economics/finance, public policy, international studies, management, health, education, child protection or other relevant discipline;
- Substantial experience in leading the design, delivery and management of international development programs;
- Experience in leading and managing change and innovation;
- In-depth understanding of current development issues at practical and policy levels;
- Experience in child sponsorship programming in country highly desirable;.
- Familiarity with ChildFund Australia programs and policies; and
- Familiarity with the current operating environment in Timor Leste.

5. ADDITIONAL INFORMATION

- Employment is subject to the successful securing of an appropriate work permit and visa.
- Appointment to this position is dependent upon successful completion of at least two telephone reference checks and criminal background check(s).
- Adherence to ChildFund Australia policies and procedures is required.
- In this position you will be required to undertake a criminal background check in accordance with ChildFund's Child Safeguarding Policy and Procedures.
- This is a full-time, fixed-term position based in Dili, Timor-Leste.
- Travel to Sydney and other ChildFund locations internationally will be required.
- Salary will be paid according to ChildFund's International Employment Standards. Other terms and conditions of employment are outlined in the employment agreement.
- All staff are expected to act at all times in a manner consistent with the Mission, Vision and Values of ChildFund and in compliance with the organisation's policies and procedures including Child Safeguarding and Code of Conduct.

6. STANDARD WORKPLACE HEALTH AND SAFETY RESPONSIBILITIES FOR MANAGERS

- Identify, assess, prioritise and control risks to the health and safety of staff in and visitors to your area/s of responsibility in the workplace.
- Ensure that staff in your area/s of responsibility are provided with safe work systems and that the systems are followed by the staff and visitors.