

# Youth Project Manager

## PURPOSE OF THE POSITION

As part of the Program team, you will be responsible for capacity building and mentoring support in all aspects of ChildFund Timor-Leste's youth focused projects implementation, monitoring and evaluation and reporting. You will take a lead role in providing technical support to the implementing partners of ChildFund Timor-Leste's Inspiring Young Changemakers (Youth Resilience) project and ChildFund Pass It Back project. Additionally, as the Youth Project Manager you will support the development of our ChildFund Timor-Leste's youth portfolio, built strategic relationships and ensure all relevant actors at national, municipality and Post Administrative levels are appropriately involved/consulted as needed.

### KEY DUTIES

- Support the development and enhancement of project proposals and project design, ensure documentation and reporting requirements are met
- Provide technical support and supervision to relevant internal and external partners to support successful implementation and execution of our Youth related programs
- Conduct capacity assessments of implementing partners and carry out capacity building support in all relevant areas
- Ensure lessons learned are shared across relevant government stakeholders and communities as well as within ChildFund
- Manage youth project staff
- Provide operational and budget oversight for all youth focused projects
- Ensure adherence to our communication & branding guidelines
- Ensure effective implementation of child safeguarding and gender inclusion components into programming
- Establish and manage strong partnership with relevant government bodies to promote sport in social development
- Participate in relevant technical working groups for youth engagement
- Maintain projects data for sharing with ChildFund Australia
- Represent ChildFund Timor-Leste at national networking events and relevant technical working groups
- Perform other duties as directed by direct supervisor, relevant to your skills and experience

### QUALIFICATIONS & EXPERIENCE

- Relevant University education
- Strong expertise and understanding of youth related programs, including monitoring and evaluation
- 5 years' experience at project/program level in an INGO involved in youth engagement/community development activities
- Sound project management and implementation skills
- Strong project management expertise with INGOs including budget and reporting
- Minimum of 2 years of experience working with children and youth
- Demonstrated management experience

### DESIRABLE

- Experience in working in youth resilience and sport for development programming
- Previous partnership management experience
- Understanding of communications, media and related protocols

*Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable you to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy."*

### SKILLS

- Strong leader, supporting others in achieving their & the organisation goals
- Up-to-date with the latest trends and best practices in the education sector and measurement
- Creative thinker and motivator
- Strong analytical skills
- Good team player & strong stakeholder management skills

### CHILDFUND AUSTRALIA'S CORE COMPETENCIES

Commitment to ChildFund Australia's mission and vision, as well as our values: teamwork; effective communication; accountability and integrity; adaptability and flexibility.

**Department:** Program

**Location:** ChildFund Timor-Leste, Rua do Loriko Colmera Dili

**Employment:** Full-time, **initial two-year employment agreement, with option to extend upon mutual agreement.**

**Reports to:** Head of Programs

**Other Information:** Frequent travel to project locations in Liquica, Bobonaro and Covalima and some international travel required  
A working with Children Check and a Criminal History Check are required to be undertaken for this position

**Please submit a cover letter and CV in English, and 3 traceable referees with contact details by email to [fsantos@childfund.org.au](mailto:fsantos@childfund.org.au) or by hand delivery, application closes **January 4, 2019.****





## ORGANISATIONAL CONTEXT

ChildFund Timor-Leste is a representative office of ChildFund Australia. ChildFund Australia is an international development agency that works in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

ChildFund Australia directly implements child-focused development programs in six countries—Vietnam, Papua New Guinea, Laos, Cambodia, Myanmar, and Timor-Leste—and is responsible for projects delivered by partner organisations in the Pacific, Kenya, Uganda, Zambia, Ethiopia, Sri Lanka, the Philippines, and Indonesia. ChildFund Australia is a member of ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and families in 63 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 Timor-Leste is the representative office of ChildFund Australia - an independent and non-religious international developing organisation that works to reduce poverty for children in the developing world. ChildFund Australia's goals in Timor-Leste are to achieve and demonstrate effectiveness and accountability in its 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.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 15 days of paid annual leave. You are also entitled to annual leave paid, maternity leave, parental leave.

### Health Insurance & Bonus

Child Fund will cover Health costs for you and your immediate family members. Child Fund will pay the contribution of social security to you and provide payment in December of each year of a Thirteenth month salary to the employees.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

**OUR VISION:** A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

**OUR MISSION:** We work in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children's rights.

At ChildFund Australia you will be contributing to every child being able to say: "I am safe. I am educated. I am heard. I have a future."