

Country Director, Timor-Leste

We encourage candidates for whom this would be a next step in their career to apply!

PURPOSE OF THE POSITION

As the Country Director, you lead and manage all aspects of ChildFund’s operation in Timor-Leste, i.e. Program, Donor Relations as well as Finance. Together with the Senior Management Team and supported by the team in Sydney you are directing and improving operations in line with ChildFund’s strategic plan, in close collaboration with local partners and communities. You work closely and collaboratively with the ChildFund Timor-Leste and the ChildFund Australia Management teams as well as the Program team to ensure best practice in programming and delivery of our projects.

KEY DUTIES

- Lead the process for development of the Country Strategic Paper for ChildFund Timor-Leste, using clear and consistent program approach in line with organization-wide parameters;
- Lead and provide direction for ChildFund local programs, ensuring delivery of high quality, child-centred development programs;
- Lead the review and refinement of partnership arrangements with local NGOs and identify appropriate new initiatives with a view to localisation where possible;
- Supported by Sydney advisers, expand ChildFund program activities and identify growth opportunities;
- Establish and implement ChildFund Monitoring and Evaluation approaches, and undertake program or donor audits as required;
- Represent ChildFund in Timor-Leste, develop and maintain effective working relationships with Government, international NGOs, multi-lateral agencies, ChildFund Alliance and other key stakeholders;
- Effective management of the Dili Office of around 35 staff, including human resource development, program delivery, financial management, legal and regulatory compliance;
- Contribute to the overall operational effectiveness of ChildFund Australia as an active member of the COLT Team.
- *Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and promote strong safeguarding practices, understand ChildFund’s child safeguarding policy & procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.*

QUALIFICATIONS & EXPERIENCE

- Graduate degree in social sciences, economics/finance, public policy, international studies, management, health, education, child protection or other relevant discipline;
- Minimum of 7 years’ experience in design, delivery or management of international development programs with a focus on bottom-up, participatory and community-driven programming in complex country contexts;
- In-depth understanding of current development issues at practice & policy levels;
- Management of financial & administrative systems including grants, child-sponsorship, budgets, office management, HR, systems and IT;
- Demonstrated ability to engage at a high level with Government officials, senior INGO and UN agency staff.

DESIRABLE

- Familiarity with operating environment in Timor-Leste;
- Current or previous working experience in Timor-Leste;
- Experience with innovations and willingness to work in new collaborations and partnerships.

SKILLS

- Strong leader & role model, supporting others in achieving their & the organisation’s goals
- Excellent stakeholder management
- High level problem-solving ability
- Creative thinker and motivator, energetic, with an entrepreneurial spirit
- Excellent communicator with fluency in English and willingness to learn Tetun

CHILDFUND AUSTRALIA’S CORE COMPETENCIES

Commitment to ChildFund Australia’s Values, Vision, and Mission; Teamwork; Effective Communication; Accountability and Integrity; Adaptability and Flexibility.

Location: ChildFund.

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

Reports to: International Programs Director, Sydney

Other information: Must have criminal background check before joining the organisation

Please apply at: <https://www.childfund.org.au/work-with-us/>





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 and parental leave.

Health Insurance & Bonus

Child Fund will cover Health the 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.

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.”