

Program Manager – Gender, Child Protection & Resilience

PURPOSE OF THE POSITION

As the Program Manager you are responsible for the operational management of the projects within the program. You will lead the planning, coordination, budget management and reporting on the projects and supervise the M&E activities to compile an evidence-base to demonstrate performance and results in relation to targets set for each project. You will work closely with the project teams to ensure high quality delivery of the projects.

KEY DUTIES

- Responsible for project design, planning, face to face training, coaching, formative assessment of progress as well as training materials;
- Develop short and long-term work plans in line with the project documents, log frame and the budget and oversee project progress;
- Manage Senior Project Officers, who will be responsible for the effective implementation of all project activities in the field;
- Maintain a continuous and open dialogue with the Project teams;
- Develop quality assurance system and foster culture of accountability for performance and continuous improvement;
- Deal with any significant concerns, problems or failures and ensure immediate response and strategies to minimize chance of reoccurrence;
- Supervise monitoring and evaluation of projects with support from the Monitoring Evaluation and Learning team;
- Responsible for managing project budgets with support from the Finance team;
- Provide leadership and professional development to staff and key partners on all aspects of planning, implementation, monitoring, evaluation and reporting on the project;
- Represent ChildFund at meetings and clusters that are relevant to the program and projects at National Level and ensure high level of participation by Government;
- Ensure compliance with CF policies and procedures.

QUALIFICATIONS & EXPERIENCE

- Postgraduate qualifications in gender, child protection, social works and or international development;
- At least 7 years' experience in international development in the field of gender and or child protection in cross-cultural settings;
- Understanding of PNG's development context, activities and actors;
- Proven experience in training and capacity building;
- Understanding of quantitative and qualitative methods of monitoring and evaluation;

Desirable

- Experience in a senior management or project manager role;
- Experience in working with NGOs in cross-cultural settings;
- Experience of working in PNG.

Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills 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 and role model, supporting others in achieving their goals

Responsive to change

Self-starter, strong organisational and planning skills

Flexible and willing to travel extensively in project areas

Sound analytical 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 Papua New Guinea

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

Reports to: Country Director, PNG

Other Information: Appointment to this position is dependent upon successful completion of criminal background check

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





ORGANISATIONAL CONTEXT

ChildFund Papua New Guinea is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – one of the world’s oldest and most experienced child-focused development agencies. With a global network of 11 organisations, the ChildFund Alliance assists more than 14 million children and families in over 60 countries.

ChildFund began work in Papua New Guinea in 1994, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented in the Central Province and National Capital District. With a focus on maternal and child health, including TB, immunisation, nutrition and water and sanitation; education through the Child-Friendly School framework; child protection and resilience against family and sexual violence; ChildFund PNG also priorities climate change and disaster preparedness. In 2015, ChildFund PNG established the country’s first ever Family and Sexual Violence Counselling Hotline which operates in Port Moresby and provides national coverage for survivors.

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 sick leave, maternity leave, parental leave and compassionate leave.

Health Insurance & Bonus

All employees are covered under a Capital Life Medilife Insurance. This health insurance cover is also extended to nominated family members depending on staff tenure with the organisation.

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.”