

# PEOPLE & CULTURE AND ADMINISTRATION MANAGER

## PURPOSE OF THE POSITION

As the People & Culture and Administration Manager you manage P&C functions and shape our workplace culture. You will provide high quality HR services and operations across the organisation, support all staff with expert advice on HR related matters, drive capacity development for all staff and have a strong focus on developing a high performing team to assist the organisation in achieving its strategic objectives. The position also leads initiatives for diversity, equity, and inclusion to ensure a positive and inclusive workplace where employees thrive. You are also a member of the ChildFund Timor-Leste Senior Management Team (SMT).

## KEY DUTIES

- Develop and implement HR strategies aligned with Human resource policies, practices and programs.
- Active Business Partner, ensuring a positive and people-oriented culture, that inspires collaboration and continuous improvements.
- Ensure P&C initiatives are engaging, collaborative in design and of a high standard to attract, retain and strengthening the capabilities of staff
- Own the recruitment and selection process, including job design, in line with ChildFund policies and procedures.
- Promote and support managers and staff with performance & development management, including training initiatives.
- Analyse and monitor relevant HR metrics and analyse data to inform decision-making and improve HR processes.
- Ensure compliance with employment laws and regulations, keeping policies and practices up to date.
- Work closely together with the Sydney-based Head of P&C and other HR colleagues across the ChildFund Australia countries and play a crucial role in the implementation of ChildFund Australia strategies and policies for ChildFund Timor-Leste
- Ensure work, health & safety and promote well-being programs
- Keep personal records in line with policies and compliance criteria and manage HR metrics and related reporting
- Provide professional and trusted advice, coaching and support on HR best practices in line with the people strategies, legislation, policies and processes
- Develop and manage the HR budget and administration budget.
- Build strong relationships with local international NGOs, recruitment agencies, educational institutions, learning and development suppliers.
- Oversee the logistics and administration function, including procurement, vehicle, travel and IT management, ensure processes and policies are in line with CFA standards and local laws.
- Act as a Child Safeguarding focal point including implementation of relevant policies and procedures.
- Oversee the management of volunteer and interns

## QUALIFICATIONS & EXPERIENCE

- Tertiary qualifications in Human Resources Management or equivalent
- Significant experience (5+ years) as an HR Generalist in a multi-cultural environment
- Track record in leadership and people management
- Solid understanding of contemporary performance management and organisational change management
- Strong knowledge and understanding of local employment laws and government statutory requirements
- Experience with HR data management and reporting
- Proficiency in relevant computer applications (Outlook, Word, Excel, PowerPoint, database, accounting operations software, project management software, presentation software).

## DESIRABLE

- Experience in the international development/NGO or government sector in Timor-Leste
- Experience overseeing administration and logistics processes

## SKILLS

- Excellent stakeholder manager & communicator, able to build strong relationships with people on different levels and cultural backgrounds
- Strong and dynamic leader, supporting others in achieving their & the organisation goals
- Change champion and solution provider, flexible and adapting to different environments
- Excellent written and oral communication skills in Tetum and English
- Organised and methodological, remaining effective under pressure
- Strong role model. promoting ChildFund's culture & values

**Department:** People and Culture

**Location:** ChildFund Timor Leste, No. 6  
Rua do Loriku Colmera, Dili

**Employment:** Full-time, Fixed -Term/  
Locally engaged staff -LES

**Contract Period :** Initial one-year  
employment agreement with possibility  
extension .

**Reports to:** Country Director

**Position Grade:** 8

**Application deadline:** 20 June 2025

**Please apply at:**  
[www.childfund.org.au/work-with-us/](http://www.childfund.org.au/work-with-us/)

Commitment to  
ChildFund Australia's  
values – Respect,  
Integrity,  
Collaboration, Change,  
Empowerment &  
Excellence

**CHILDFUND  
AUSTRALIA'S  
VALUES**



## ORGANISATIONAL CONTEXT

ChildFund Timor-Leste is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists almost 36 million children and their families in 70 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 began work in Timor-Leste in 1990, originally under the management of ChildFund International. Since October 2017 it has operated as an office of ChildFund Australia and works in partnership to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

ChildFund Timor-Leste's projects focus on maternal and child health, nutrition, early childhood development, education, youth empowerment and disaster preparedness. ChildFund Timor-Leste aims to demonstrate effectiveness and accountability in its program activities and add value to the efforts of its partners through quality programs that are respectful, responsive, and relevant in helping children in poverty, their families, and communities.

ChildFund Timor-Leste is working with rural communities to build a new, stable, and prosperous future for what is one of the world's youngest nations.

## 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. If a public holiday falls on a weekend, you will have a day of in lieu. You are also entitled to sick leave, maternity leave and paternity leave.

### HEALTH INSURANCE AND 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.

**AT CHILDFUND AUSTRALIA  
YOU WILL BE CONTRIBUTING  
TO OUR PROGRAMS WHICH  
PROTECT, EDUCATE, AND  
EMPOWER CHILDREN AND  
YOUNG PEOPLE.**

