

POSITION DESCRIPTION

POSITION DETAILS

Position Title: Program Officer

Reports To: Humanitarian Program Manager and Head of Global Engagement

Position Type: 4- or 5-days week

Date issued: 14 December 2020

MAIN PURPOSE OF POSITION

The Program Officer sits within the Global Engagement Team and reports to the Humanitarian Program Manager and Head of Global Engagement (GE) and works closely with the Shifting the Power Coalition (STPC) Technical Adviser and broader team to support the administration of ActionAid’s Pacific engagement (AAV and STPC) and humanitarian programs. Key responsibilities include:

- provide secretariat support for the “Shifting the Power Coalition” in the Pacific, established to strengthen women’s leadership in disaster preparedness, response and recovery in the region and facilitate inclusion of women’s diverse voices in relevant policy and decision making spaces; and
- assisting the Humanitarian Program Manager with project administration, documentation, monitoring and reporting, ensuring projects adhere to ActionAid’s feminist Human Rights-Based Approach (HRBA), to the ACFID Code of Conduct and to AAA’s Program Manual and policies.
- provide administrative, reporting and communications support to ActionAid’s program in Vanuatu to meet donor and ActionAid Australia reporting, visibility, and compliance requirements

KEY ROLES AND RESPONSIBILITIES

Key Responsibilities	Tasks/Duties
Shifting the Power Secretariat Coordination	<ul style="list-style-type: none"> • Working collaboratively with the STPC Technical Adviser: <ul style="list-style-type: none"> • Implement the STPC work plan in line with all donor commitments ensuring all partners have the relevant information to support activities • Support the management of activity and emergency grants including ensuring timely disbursements, reporting and acquittals • Prepare quarterly work plan reports and finance updates for the Steering Committee identifying emerging outcomes in line with Coalition and project MEL and ensuring expenditures are tracking well • Provide secretariat support for the Shifting the Power Coalition, organising (i) quarterly meetings of the STPC Steering Committee meetings including the Young Women & CC project Steering Committee (ii) monthly partner calls (iii) documentation of all meetings and providing monthly STPC update to all the partners and (iv) other meetings as needed • Support donor reporting and grant administration • Support program planning and logistics coordination • Support the timely production and distribution of communications • Represent AAA at relevant meetings in the region, where requested or delegated by supervisor

<p>Project Administration</p>	<ul style="list-style-type: none"> • Support the coordination of humanitarian preparedness and response projects, including: <ul style="list-style-type: none"> a) Support the appraisal of new projects in line with AAA’s humanitarian signature and feminist HRBA, and ensure appropriate documentation and follow up b) Ensure project agreements, MOU’s and relevant agreements with partners and capacity development plans are in place and filed and updated c) Support development of M&E frameworks and implementation schedules d) Support development of work plan plans for emergency response as they arise. e) Support donor reporting and grant administration Support analysis of project expenditure against budget, and reports against implementation plans f) Facilitate transfers of funding tranches from AA Australia to country partners, and ensure relevant documentation is submitted • Support administrative work for organising training and meetings for the women’s rights and emergencies. • Support project monitoring, and supporting reporting and documentation • Support partner compliance requirements, including adherence to policies and procedures related to child protection, counter terrorism and fraud reporting, working in close collaboration with the compliance unit • Support documentation of projects funded under the Arise Fund • Assist with the closure of projects, ensuring the necessarily documentation are completed and filed in line with the Programs Manual
<p>Other Responsibilities</p>	<ul style="list-style-type: none"> • Coordinate planning and logistics for events led by the Global Engagement Team • Contribute to planning and activities as part of AAA’s delegation on Women’s Leadership & Protection in Emergencies • Adhere to AAA’s values and Team Charter • Contribute to a positive team culture • Undertake other duties as required

SKILLS & COMPETENCIES REQUIRED

Essential

- A commitment to ActionAid’s vision, mission and values
- A passion and commitment to women’s rights and gender equality
- Relevant tertiary qualifications in development and/or another relevant areas
- At least 2-3 years of relevant experience working in humanitarian emergencies or development
- Good analytical and reporting skills
- Strong organisation and coordination skills with attention to detail and the ability to adhere to standards
- Excellent cross-cultural skills and the ability to build relationships with country partners and other key stakeholders

- Willing to learn new contexts to promote and support localization through the program and emergency response work.
- Proven ability to work with limited supervision and under pressure to meet multiple deadlines
- Demonstrated initiative, resourcefulness and flexibility
- Good oral and written communication skills.
- A high level of computer competency

Desirable

- Knowledge of the ACFID Code of Conduct and DFAT compliance requirements
- Demonstrated ability to work flexibly during emergencies and support teams responding to crisis.

If interested in applying please submit your CV (no more than 4 pages) and a covering letter (no more than 3 pages) to stav.zotalis@actonaid.org. Applications close COB 18 January 2021.