

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Program Coordinator – Pacific
Reports To:	Head of Programs, ActionAid Australia
Position Type:	Full time
Date issued:	February 2026

MAIN PURPOSE OF POSITION

The Program Coordinator-Pacific sits within the Program Team at ActionAid and coordinates the Secretariat for the Shifting the Power Coalition (StPC), which supports diverse Pacific women’s leadership in climate and humanitarian action. The role works in close collaboration with the StPC Regional Hub in Suva, Fiji, as well as bringing in relevant guidance and technical support from other members of the AAA staff team.

The position is responsible for coordinating the delivery of a portfolio of ActionAid Australia managed grants, including funding for the Shifting the Power Coalition. This includes coordinating partner grant making and reporting processes, the StPC Steering Committee approvals and reporting and partner compliance aligned to core policies and standards. The role also coordinates donor reporting and works with the Regional Hub to ensure grant implementation in accordance with contracts and plans.

The position may also support grant management of other key programs in the AAA Program portfolio, working in collaboration with other members of the program team.

This position serves as the organisational focal point for Prevention of Sexual Abuse, Exploitation and Harassment, ensuring policy implementation and staying abreast of good practices in the area. The role also follows and engages with ActionAid federation-wide discussions on working with social movements bringing AAA experience working with feminist movements in the Pacific and supports the organisation’s positioning on locally-led development and feminist movement building.

Key responsibilities include:

1. Coordinate the Secretariat of the “Shifting the Power Coalition” in the Pacific working in close collaboration with the AAA programs team and the STPC Regional Hub based in Suva, Fiji to deliver on the strategy and grant requirements;
2. Ensure quality grant management of all donor-funded StPC projects and other allocated projects, including timely project documentation, monitoring, reporting and partner compliance as well as information management through ActionAid’s contract management system;
3. Act as the AAA Focal Point on Prevention of Sexual Exploitation, Abuse and Harassment and support investigations in the Pacific working with AAI’s Safeguarding Team;
4. Contribute to the AAA’s positioning and thought leadership on locally-led development and feminist movement building.

KEY ROLES AND RESPONSIBILITIES

Key Responsibilities	Tasks/Duties
Shifting the Power Secretariat Coordination	<p>Working in close collaboration with the StPC Regional Hub and AAA programs team to:</p> <ul style="list-style-type: none"> • Establish positive and respectful relationships with StPC members in line with the Coalition's agreed values, and building on mutually agreed partnership and project agreements. • Work with the STPC Regional Hub to develop an annual workplan and budget to deliver on donor commitments and the STPC's strategy. • Coordinate secretariat support for the Shifting the Power Coalition, organising (i) quarterly meetings of the StPC Steering Committee meetings including the Young Women Steering Committee (ii) annual partner review calls (iii) documentation of all meetings as required; and (iv) quarterly updates to the Steering Committee on projects and budgets. • Work closely with the Finance and Administration Officer at the Regional Hub and the AAA's finance and operations team to coordinate logistics for StPC training and events. • Contribute to program planning and the overall STPC strategy development under the leadership of the STPC Regional Representative and engaging relevant AAA staff and partners where appropriate. • Maintain the StPC Handbook and ensure programming and processes adhere to these guidelines and are in alignment with AAA's Program Manual. • Represent StPC and AAA at various regional events and donor meetings as requested or delegated. • Engage other AAA staff to provide relevant technical support into the planning and delivery of STPC activities, including bringing in the Deputy Head of Programs to provide feminist humanitarian guidance and support.
Grant management and quality program management	<p>Coordinate quality grant management of all donor-funded projects for the STPC Coalition and other AAA funded projects as requested. This includes:</p> <ul style="list-style-type: none"> • Support with proposal and concept development. • Appraising new projects in line with AAA's humanitarian signature and intersectional feminist Human-rights based approach (HRBA) to programming. • Ensuring project agreements, MOU's and relevant agreements with partners are in place, filed and updated. • Development of MEL frameworks, implementation schedules and capacity development plans, where required, in collaboration with the StPC Regional Hub and AAA Programs and Systems Coordinator. • Coordination of donor narrative and financial reporting for approval by the AAA HoP and COO, including analysis of project expenditure

	<p>against budget, and progress against implementation plans, reporting any major risks to the AAA Head of Programs.</p> <ul style="list-style-type: none"> • Coordinate project monitoring, documentation and communications, including ensuring project information management through AAA's contract management systems in coordination with AAA Programs and Systems Coordinator. • Contribute to the development of AAA's Program Growth Strategy in collaboration with the program team and contributing areas of expertise.
Other	<ul style="list-style-type: none"> • Adhere to AAA's feminist values and Team Charter, ensuring respectful and equal relationships with all partners • Act as AAA's focal point for prevention of sexual exploitation, abuse and harassment, staying abreast of policy and practice developments and coordinating the response to cases within AAA with AAI's Safeguarding team • Participate in federation wide discussions and learning on social movements, bringing perspectives from the Pacific • Contribute to guiding the organisation's positions on Feminist Movement Building and locally-led Development • Other duties as required.

SKILLS & COMPETENCIES REQUIRED

Essential

- A proven commitment to women's rights, gender equality, and inclusion. This includes a commitment to ActionAid's intersectional feminist values and human rights-based approach
- Degree in international development, gender studies, or equivalent experience.
- Minimum of 3 years of relevant program management experience, ideally in a development or humanitarian context.
- Excellent cross-cultural skills and the ability to build strong, collaborative interpersonal relationships with partners and other key stakeholders.
- Strong administration, finance, information management and coordination skills with attention to detail and the ability to adhere to standards.
- Ability to listen and learn from partners, and to support capacity strengthening of civil society partners in an empowering way that promotes local expertise and mutual learning.
- Facilitation, consensus building, and conflict resolution skills to support collective decision making.
- Proven ability to work with limited supervision and prioritise to meet multiple deadlines.
- Demonstrated initiative, resourcefulness and flexibility.
- Strong oral and written communication skills.
- A high level of computer competency and comfortable with the use of Microsoft Teams, Google workplace.

Desirable

- Knowledge of the ACFID Code of Conduct and DFAT compliance requirements
- Experience working in the Pacific or from a Pacific Island background
- Experience working with feminist movements or organisations