

ROLE TITLE:	Programs and Compliance Officer	BUSINESS UNIT:	International Programs
DATE:	December 2021	FTE:	1.0
REPORTS TO:	Manager - International Programs	ROLES REPORTING TO THIS ROLE: None	

APPROVED:	8/ 12/ 2021
------------------	--------------------

ROLE PURPOSE:
International Needs Australia (INA) is a fully Department of Foreign Affairs (DFAT)-accredited international and donor-funded and development organisation that works with the poorest and most marginalised communities, especially women and children, to eliminate poverty and its causes regardless of affiliation. INA is different in our approach to international development and our engagement with Australian supporters because INA:

- focuses on women and children in three key areas: Education, Health and Livelihoods
- works in Southeast Asia, South Asia & Eastern Africa (currently Ethiopia, Uganda, Ghana, India, Nepal, Sri Lanka, Myanmar, Philippines)
- is grounded in Christian values and strives for a just world where all people are treated equally to reach their God-given potential
- commits to in-country project localisation with innovative partners and work through local staff and volunteers. We believe this is respectful and supports the development of more substantial and sustainable partner organisations and community outcomes
- believes in poverty alleviation through a cross-sectoral and holistic approach to community development. This approach lets us partner with donors and other agencies committed to holistic poverty alleviation, focusing on community-prioritised needs
- conducts national education programs with Australian students that align with the Australian curriculum to help youth clarify their personal purpose and increase empathy and understanding of global poverty and the Sustainable Development Goals
- brings our funding contributors and in-country partners closer together and easily co-design projects with all stakeholders to support innovation and alignment of programs

International Programs has the overarching strategic objective to maximise the strategic impact of INA's development activity and to support INA to achieve its Mission 'we are committed to building innovative partnerships for community wellbeing and empowering women and children in our work'.

Reporting to the Manager International Programs, the role is responsible for:

- Assisting with the design and implement a program strategy that strengthens the development practice of field partners in achieving INA's mission
- Supporting partners with design, monitoring and evaluation of projects to ensure quality and effectiveness and provide strong accountability
- Supporting partners with organisational capacity strengthening as relevant to their needs
- Providing insight on the international program to the marketing team to help engage supporters
- Ensuring INA is compliant with relevant legal requirements and sector framework, including DFAT accreditation and ACFID compliance
- Assisting the Board Chair and Company Secretary with governance administrative issues
- Contributing to grant research and applications

KEY OUTCOMES:

1. Effective management of overseas projects:
 - a. Support partners to develop and implement sound and innovative programming initiatives that meet the aims and objectives of the programming strategy, including research to drive and inform strategies
 - b. achieve program objectives and KPI's
 - c. keep project management database up to date with project information within portfolio
 - d. work with partners in project design, implementation, risk management, monitoring and evaluation, including annual/bi-annual field monitoring in line with current plans
 - e. continually strengthen policy and procedure relevant to all areas of the overseas program
 - f. continue to develop and implement process improvement in relation to INA's full accreditation status
 - g. preparing and distributing program reports in a timely manner to key stakeholders
 - h. attend key industry forums or training and staying connected to the broader development community
2. Strengthening partnerships and developing partner capability
 - a. maintain strong partnerships
 - b. support partners towards continuous improvement in project design, implementation, monitoring and evaluation, including focus on sustainable development and connections with broader development issues
 - c. Encourage shared learning, reflection and increased capacity
 - d. Helping to model and deliver the right behaviour in all interactions
3. Maintain legally compliant, relevant policies and processes and prepare for sectoral compliance reviews:
 - a. keep up to date with relevant laws and frameworks
 - b. complete compliance assessments when due
 - c. ensure all policies are monitored and updated as required
 - d. liaise with relevant staff to ensure implementation of policies and procedures, including raising and tracking issues. prepare INA for reaccreditation and ACFID self-assessments
4. Grant acquisition:
 - a. Work with in-country partners to identify growth opportunities and new project initiatives in line with INA's and partners' strategic directions
 - b. Contribute to and write grant application where required
 - c. Manage grant-funded projects where successful
5. Support Governance administration:
 - a. Board agendas/minutes/communications completed in a timely manner
6. Contribute to the success of other Teams:
 - a. Support marketing and comms team with resources from the field to support fundraising activities
 - b. Provide feedback on opportunities identified for future improvements
7. Assume personal responsibility for career development:
 - a. actively participate with manager in producing a jointly agreed development plan which identifies key areas which will assist in personal and professional development consistent with INA's strategic goals

KEY RELATIONSHIPS / INTERACTIONS**Direct working relationship:**

- Chief Executive Officer
- Manager International Programs
- Finance Manager/Company Secretary

Internal Working Relationships

- Marketing and Communications Lead
- Partners and Major Donors Lead

External working relationships

- In-country partners
- DFAT and ACFID
- Major donors

- Manager – Community Engagement
- Donor & Community Relations Coordinator

KEY SELECTION CRITERIA

The successful applicant will address the capabilities by providing real evidence through stated and written examples of work. The responses should demonstrate the capabilities, and the achieved outcomes.

The claims of each applicant will be assessed against the Key Selection Criteria. Applicants should frame their application in the context of the requirements of the role and its key outcomes. The selection panel will assess applications against the capabilities below, taking into consideration the context of the role and any specific abilities that have been identified as being relevant /necessary for the role.

KEY CAPABILITIES:

- Experience working in a compliance management role in the international development sector or relatable compliance coordination experience and track record
- Strong experience and expertise in project lifecycle management, including planning tools such as logical framework and Theory of Change
- Experience in project budgeting and sound project financial management
- Demonstrable experience in developing and managing international development projects, including government grants
- Exceptional knowledge about ACFID's and DFAT's Quality Standards and Compliance requirement
- Demonstrable commitment to the cause of international development
- Highly developed interpersonal skills - demonstrated ability in establishing and building relationships with partners, donors, and with internal and external stakeholders
- Excellent written and verbal communication skills and the ability to communicate sensitively and respectfully with donors, and with internal and external stakeholders, including cross-cultural communication
- Strong results orientation approach and high level of perseverance
- Strong time management and organisational skills, with the demonstrated ability to manage multiple priorities and deadlines simultaneously
- Strong commitment to the values of INA
- An enthusiastic, energetic and self-motivated team player

QUALIFICATIONS

Essential: Bachelor degree or equivalent qualification and/or program experience in international development

Desirable: Experience in regions and sectors of interest to INA

INA VALUES

- We are Christian
- We value and respect people of all ages, gender, race and creed
- We are committed to empowering local communities
- We are a voice for the poor, the disadvantaged and the oppressed
- We are stewards of natural, human and financial resources
- We demonstrate integrity and commitment

SPECIAL CONDITIONS

- Some out of hours work is required (3-5 hours every 2 months)
- Overseas and interstate travel is required. Around 15% of time will be spent travelling overseas.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Program Manager
- The successful applicant is required to gain a relevant working with children and other required checks prior to being employed which is required to be renewed as required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).