



Position Description

Programs Director, Timor-Leste

Organisational Environment:

Mary MacKillop Today is the aid and development organisation of the Sisters of St Joseph. It was established to bring justice and hope for a better future to marginalised and vulnerable communities in Australia and internationally in the areas of education, health and livelihoods.

The Sisters of St Joseph commenced work in Timor-Leste in 1994 as the Mary MacKillop Institute of East Timorese Studies, and now has an office in Becora with over 33 staff. Mary MacKillop Today in Timor-Leste is best known for its work in Tetun Literacy and teacher training, as well as parents education and health literacy.

Mary MacKillop Today is a signatory organisation to the Australian Council for International Development (ACFID) Code of Conduct which calls for a commitment to 'good practice' in the work of aid and development – transparency, accountability of the organisation and the programs and full participation of stakeholders.

Position:

Programs Director

Reports to:

Country Director

Supervises:

The Programs Director will manage six staff members in the Programs Team, including the Literacy Program Coordinator, Parents Program Coordinator, Health Program Coordinator, MLC Program Coordinator, Livelihoods Program Coordinator, and the Learning and Effectiveness Manager.

Primary objective of the role:

The primary objective of this role is to oversee all development programs being implemented in Timor-Leste. The Programs Director will assist the Mary MacKillop Today office in Timor-Leste to demonstrate best practice in design, implementation and evaluation of projects through the implementation of our Design, Evaluation and Learning Framework.

He/she will provide advice to project staff on all aspects of the project cycle. He/she will have general oversight over all grant applications and reporting requirements alongside the Programs Group Leader in Australia.

The Programs Director will also be responsible for the management of all staff in the Programs Team, including conducting performance reviews, developing workplans and KPI's, and identifying areas of professional development as required.

Major areas of responsibility:

The Programs Director has the following major areas of responsibility:

1. Managing program staff in Timor-Leste
2. Implementation of Design, Evaluation and Learning Framework
3. Program Finance and Administration oversight
4. Reporting and Stakeholder Communication

Statement of duties:

The following duties are aligned to the 4 major areas of responsibility of the Programs Director:

1. Managing program staff in Timor-Leste	<p>The Programs Director will:</p> <ul style="list-style-type: none">• Model integrity, justice and fairness and treat all people with respect, sensitivity and courtesy• Manage program staff by developing work plans with them that include learning and development plans that assist the staff to meet their responsibilities and develop within Mary MacKillop Today• Conduct regular performance reviews, including meeting regularly with program staff to review progress, give recognition and discuss and resolve any issues• Establish good communication and information flows within the programs team• Assist staff to ensure that all activities are carried out within the approved budgets
2. Implementation of the Design, Evaluation and Learning Framework	<p>The Programs Director will:</p> <ul style="list-style-type: none">• Support the improvement of program and project quality• Work with national program coordinators to strengthen design, implementation and monitoring/evaluation of current and planned activities• Provide ongoing training and mentorship for program coordinators to improve their capacity to effectively manage projects
3. Program Finance and Administrative oversight	<ul style="list-style-type: none">• Provide oversight of all project expenditure ensuring it is in-line with approved budgets• Approve any program related financial requests

	<ul style="list-style-type: none"> • Work with program coordinators to maintain accurate filing and documentation of all program cycle documents
<p>4. Reporting and Stakeholder Communication</p>	<p>The Programs Director will:</p> <ul style="list-style-type: none"> • Work with the Communications & Marketing Coordinator to proactively identify new grant opportunities • Oversee grant proposal and report writing in consultation with the Country Director and the Programs Group Leader • Together with the Country Director, represent Mary MacKillop Today at key stakeholder meetings and working groups • Participate in meetings between staff as appropriate • Collaborating with Sydney-based staff engaged in program activities including project planning and financial management, project progress meetings, monitoring, reviewing and evaluation of projects and review of staff working on projects including staff development
<p>Other</p>	<p>The Programs Director will work with the Country Director to develop and implement a work plan that:</p> <ul style="list-style-type: none"> • Includes learning and development activities particularly related to understanding development and project management • May include other duties related to the role <p>This role will evolve to capitalise on the individual strengths and initiative of the person in the position.</p>

Qualities and Capabilities:**Values**

All staff based in Timor-Leste agree to uphold the values, policies and procedures of Mary MacKillop International in Timor-Leste by:

1. Being honest, reliable and hardworking
2. Respecting the rights and dignity of each person
3. Listening attentively to the views of each person
4. Working as part of a team
5. Acting in the best interests of Mary MacKillop International in Timor-Leste at all times
6. Maintaining confidentiality

Background and skills

1. Relevant university qualifications
2. At least 5 years experience in the development programs with an international NGO, aid agency or other development organization preferably in a capacity building context
3. Experience in the design and development of program strategies and complex project interventions, including familiarity with logical framework approaches
4. Ability to design and develop monitoring and evaluation systems, experience in managing and conducting field evaluations and impact measurement
5. Experience managing staff including conducting performance reviews and workplans
6. Experience in and the ability to create and sustain long term partnerships with donors through grants
7. Good communication skills (both written and spoken) in English and Tetun

Other Requirements

1. Flexibility to vary working hours to fulfill requirements of position if needed
2. Demonstrated proactive, flexible approach and ability to work under pressure and to organize and manage workload to meet deadlines
3. Flexibility and proven team player
4. Willingness to travel to the field and remote areas on a frequent basis
5. Demonstrated commitment to the values and principles of Mary MacKillop Today\
6. Preferred Candidate must be willing to undergo a criminal record check and/or obtain a declaration from their local community leader verifying they are safe to work with children and vulnerable populations.

Risk Management:

The Programs Director will:

1. Observe safe work practices in accordance with policy, training and instructions
2. Identify, report and where appropriate, take action to eliminate or prevent the risk recurring
3. Promote and implement occupational health and safety and risk prevention processes within the workplace

N.B. risks arising in the workplace may be financial, site, task or person specific or related to safety

Key Communication:

Internal:

Timor-Leste

Country Director

Program Coordinators

Learning & Effectiveness Manager

Australia

Programs Group Leader, Australia

Programs Officer, Australia

External:

Timor-Leste

Government authorities in Timor-Leste

Local communities

DATE POSITION DESCRIPTION AGREED __/__/__

OCCUPANT:

(PRINT NAME)

SIGNATURE:

MANAGER:

(PRINT NAME)

SIGNATURE:

REVIEW OF POSITION DESCRIPTION

This position description should be reviewed annually.