

# ADRA Australia

## International Programs Coordinator

**Commitment:** Full-time – Two years maximum term contract

**Location:** Wahroonga, Sydney



### About the role

ADRA Australia is seeking a qualified and experienced Programs Coordinator who is passionate and knowledgeable about the development sector and who will make a real contribution to our International Programs team.

The Programs Coordinator will work within the International Programs team with responsibility for managing international development projects and associated partnerships, and for coordinating the sectoral/thematic program across the agency (as a focal person either on Health, Livelihoods or Education).

They will be an integral part of the team but will work autonomously and efficiently to ensure that projects are operating effectively and within budget by supporting partners to ensure appropriate development and relief practices succeed and archive the desired objectives. Ultimately, they should be able to contribute to the attainment of specific goals and results for the International Programs team and the organization.

You will be tasked with living out our values of Connected, Courageous and Compassionate in all interactions with the others. The successful applicant will be an organised and confident servant-leader who is passionate about ADRA's purpose, "to serve humanity so all may live as God intended" and is committed to meeting the challenges of this diverse role with enthusiasm, collaboration, and teamwork.

The successful applicant must have the legal right to live and work in Australia at the time of application.

The Job Description for the role is included at the end of this document and will give you more specific information on this exciting and challenging role.

### About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 118 countries, we are motivated by our faith, to enable people and communities in Australia, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade (DFAT) and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS).

**Our Values** - We conduct our work by being:

*Connected* - working collaboratively for the best outcome for those living in poverty or distress.

*Courageous* - persevering through challenging situations.

*Compassionate* – empathising with the communities we work with and with each other.

## About the International Programs Teams

The International Programs Coordinator is appointed by ADRA Australia ADCOM and reports to the International Programs Director.

The International Programs team works collaboratively with the following ADRA Australia teams:

- Emergency Management
- Finance/IT
- National Programs
- People and Culture
- Supporter Engagement

### Essential

1. Commitment to the purpose of ADRA, and to the achievement of our overall strategy and priorities with demonstration of our ADRA values and desired team culture lived out in all aspects of work practice;
2. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA Australia;
3. A post-graduate degree in development studies or related field. At least three years' experience within the Development and/or Humanitarian sector, with exposure to project management in cross cultural contexts. Clear understanding of Inclusion Integration and Environmental Protection themes.
4. Proficiency in Microsoft Office with confidence in data management in various software programs with accuracy and confidentiality.
5. Strong organisational and project management skills;
6. Demonstrable ability to work within the key ADRA Competency Framework key competencies (see below) for this role of: 1.1 Deciding & Initiating Action, 4.1 Writing & Reporting, 6.1 Planning & Organising, 6.2 Delivering Results and Meeting Individual's Expectations.
7. Demonstrated capacity to work consultatively and collaboratively with internal, external and international stakeholders of various backgrounds, cultures and ages and communicate effectively;
8. Demonstrated church and government relationship building and networking skills;
9. A passion for social justice and sustainable development with a coherent understanding of the causes and mechanisms which create injustice and poverty;
10. Ability to travel within Australia, the South Pacific, Asian and African Countries.
11. Proven and demonstrated organisational and time management skills.

### Desirable

1. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose, and compliance with overarching protocols.

### Key Competencies

- **Deciding and Initiating**  
Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear, appropriate decisions which may include tough choices or considered risks.
- **Writing and Reporting**  
Writes convincingly; writes clearly, succinctly and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience.

- **Planning and Organising**  
Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources catalogues and disseminates knowledge of use to the organisation.
- **Delivering Results and Meeting Individual's Expectations**  
Focuses on individual's needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.

## Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia.
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment and child safeguarding seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether or not they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Job Application Form.
- The names of all applicants who are interviewed will be screened against a database/s of persons representing a heightened risk including the Adsafes\* database.
- The successful applicant will be based at ADRA Australia head office in Wahroonga (NSW).

## How to Apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter, resume and the completed Employment Application form - along with the names of three work related referees to: [HR@adra.org.au](mailto:HR@adra.org.au).

If you have questions or need further information, please contact:  
Gianina Coutts, Human Resources Coordinator for ADRA Australia,  
Phone +61 2 9473 9525 or email: [HR@adra.org.au](mailto:HR@adra.org.au)

*ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.*

***The appointing body reserves the right to fill this position at its discretion and to close applications early.***

*See Job Description and Employment application forms following.*



**Connected  
Courageous  
Compassionate**

Position Title:	International Programs Coordinator
Department:	International Programs
Reports To:	International Programs Director
Team Supervision:	None

Full / Part Time:	Full Time
Revised Date:	August 2023

**Purpose of Position:** A basic statement that describes the intent of the position.

The International Programs Coordinator will work within ADRA Australia’s International Programs team with responsibility for managing international development projects and associated partnerships, and for coordinating the sectoral/thematic program across the agency (as a focal person).

**Behavioural Expectations:** Our Code of Conduct – How we do things in our organisation that underpins our values.

ADRA Australia Code of Conduct and related policies

**Key Competencies:** The competencies, qualifications, skills and experience the person needs to do the role successfully.

A post-graduate degree in development studies or related field. At least three years’ experience within the Development and/or Humanitarian sector, with exposure to project management in cross cultural contexts.

**ADRA Competency Framework:** 1.1 Deciding & Initiating Action, 4.1 Writing & Reporting, 6.1 Planning & Organising, 6.2 Delivering Results & Meeting Individual’s Expectations.

**Key Responsibilities:** The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

Area of Responsibility	Actions / Tasks / Objectives	Measures of Success / KPIs
Groupings or areas of responsibility	What has to get done in this area	How job performance will be measured
<b>PROGRAM &amp; PARTNER SUPPORT</b>	<ul style="list-style-type: none"> <li>• Manage ADRA Australia’s relationship with assigned Country ADRA Office Partners in line with ADRA Australia’s International Programs and Partnerships Operations Manual (iPPOM)</li> <li>• Ensure all assigned Partners have clear understanding of obligations and responsibilities at all levels as agreed to in Partner Memorandum of Understandings (MOU) and Exchange of Letters (EOL)</li> <li>• Ensure trust, transparency, accountability and mutual respect is built, maintained, and/or strengthened with assigned partners.</li> <li>• Facilitate and/or provide capacity strengthening of partners in mutually agreed areas, including design, planning, budgeting and reporting; technical competencies; values-based development approach; cross cutting issues, and marketing</li> </ul>	<ul style="list-style-type: none"> <li>• High partner satisfaction scores relative to IP program support with ADRA Australia.</li> <li>• Monitoring and progress reports provide evidence that ADRA Partners are being regularly supported to solve problems and address barriers to delivering anticipated project outcomes on time and within budget.</li> <li>• Partner due diligence processes annually conducted, and capacity building plans followed up.</li> <li>• ADRA Project concept notes and proposals approved by PROCOM.</li> <li>• Monitoring trips are systematically conducted providing value added to partners.</li> <li>• Projects outcomes are annually reviewed, and lessons learned incorporated into following year’s implementation plans.</li> </ul>

<p><b>PROGRAM/PROJECT MANAGEMENT</b></p>	<ul style="list-style-type: none"> <li>• Ensure Australian funded projects of assigned Country Partners are implemented in a responsible and accountable manner, with quality outcomes, while meeting ADRA’s internal standards, as well as contractual obligations to our stakeholders (DFAT, ACFID, ATO, etc...). This includes <ul style="list-style-type: none"> <li>○ Ensure EOLs for respective Projects are in place at project start up, and agreements within them are adhered to by Partners.</li> <li>○ Ensure that each Project is appropriately set-up on LogAlto and then provide/facilitate on-going support as needed</li> <li>○ Monitor project implementation, including field visits</li> <li>○ Project finances: ensure financial management standards are met, spending is in line with budgets/plans, acquittals/tranches are managed timely, and any variations to plans are managed as per agreements.</li> <li>○ Risk Management: ensure significant risks are identified and mitigating strategies in place.</li> <li>○ Safeguarding: Ensure Child Protection, PSEAH, and Counter Terrorism requirements are met (e.g. policies, guidelines and training) with assigned Partners and any downstream Partners they may have that receive Australian funding.</li> <li>○ Donor reporting: Ensure reports to donors and/or managing contractors are presented timely and to a high-quality standard [ANCP]</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Signed EOLs on file</li> <li>• Key communications, and Field trip reports systematically and timely filed</li> <li>• Achieved project objective on time within budget</li> <li>• Donor questions and responses handled appropriately and filed.</li> <li>• ANCP or other project plans and reports are completed on time and meet requirements</li> <li>• Report feedback sent to partners and filed on SharePoint</li> <li>• All Programs are compliant to statutory obligation or quality standards.</li> </ul>
<p><b>RELATIONSHIPS</b></p>	<ul style="list-style-type: none"> <li>• Proactively communicate internally with Marketing, Connections and Finance.</li> <li>• External engagement - engage in ADRA technical learning labs, beneficial networks, Communities of Practice, and Consortiums</li> <li>• Proactively maintain positive Donor relations, e.g. visit to DFAT post, ACFID council, etc...</li> <li>• Provide partner/program/project recommendations to ADRA Australia IP Director based on experience</li> <li>• Constructively engage in ADRA Australia Program’s team meetings and events</li> <li>• Participate as a contributing member to ProCom, if elected.</li> </ul>	<ul style="list-style-type: none"> <li>• High level score on Internal Engagement survey</li> <li>• Membership and engagement with external stakeholders/network</li> </ul>

Print Employee Name:		Employee Signature:		Date:    /    /
Print Supervisor Name:		Supervisor’s Signature:		Date:    /    /



## Employment Application Form

<b>Title</b>		<b>First Name</b>		<b>Last Name</b>	
<b>Current Address:</b> (Street, Town, State, Post Code, Country)					
<b>Phone No.</b>	<b>Home</b>		<b>Mobile</b>		<b>Work</b>
<b>Email</b>				<b>Gender</b>	
<b>Position applying for:</b>					
<b>GENERAL</b>					<b>Type in "Yes" or "No" or an appropriate comment</b>
1. Are you ALREADY legally entitled to live and work in Australia?					
<b>If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further.</b>					
2. What prompted you to apply for this role? Why would you like to work for ADRA?					
3. Do you have any illnesses or injuries which may affect your ability to perform the essential requirements of the job for which you have applied? If yes, please provide details below:					
<b>SAFEGUARDING</b>					
4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through Adsafe*?					
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:					
6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below:					
<b>ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH</b>					
7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below:					
8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below.					
<b>Name</b>		<b>Place of Work</b>			
9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does not exclude you from applying for the position).					

Being employed by ADRA Australia, which is part of the Seventh-day Adventist Church, involves understanding, representing and being committed to the Church's mission and lifestyle in your professional life. (Our code of conduct policy is available on request.) Please respond to the following two questions.

10. Do you understand the Church's lifestyle values? (These include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.)	
11. If you are employed by ADRA Australia, are you happy to reflect its purpose and values in your work and adhere to its lifestyle values in your professional life?	

I understand, agree and declare that:

1. If required by ADRA Australia I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA (Refer Point 3).
2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.
3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.
4. The Terms and Conditions of my employment shall be in accordance with:
  - (a) Any applicable State or Federal Laws.
  - (b) The appropriate Industrial Award and/or church policy.

Signature	Date

*\*Adsafe has been established by the Seventh-day Adventist Church as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.*