

Position Title:	Program Senior Officer
Department:	Open Heart International (OHI)
Reports To:	General Manager OHI
Team Supervision:	None

Full / Part Time:	Full time
Revised Date:	May 2019

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

The Program Senior Officer, contributes to Open Heart International's strategic priorities by managing international programs, partnerships and support partners to ensure appropriate development and relief practices succeed and achieve their desires objectives, as well as aligning with ADRA Australia's objectives.

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.

At least a Bachelor's degree within the Development sector (or equivalent) with 2 years+ project management experience, specifically with experience in managing grants, within cross-cultural contexts.

ADRA Competency Framework: 3.1 Relating & Networking, 3.2 Persuading & Influencing, 6.1 Planning & Organising, 8.1 Achieving Personal Work Goals & Objectives. 4.1 Writing & Reporting.

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

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
PARTNER MANAGEMENT & SUPPORT	<ul style="list-style-type: none"> • Manage OHI's relationship with between 2-3 partners, in collaboration with Project Coordinators, in line with Open Heart International's Partner Operations Manual (POM). • In collaboration with the General Manager, align Open Heart International strategy with Development Best Practice, and ADRA Australia program strategy. • 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). • Ensure Trust, transparency, accountability and mutual respect is built, maintained, and/or strengthened with assigned Partners. • 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 	<ul style="list-style-type: none"> • High Partner satisfaction scores. • Incidents of contractual breaches are handled transparently and in accordance with contractual obligations • Partner Capacity Assessments done at regular intervals as agreed and appropriate capacity strengthening strategies in place
PROGRAM/PROJECT MANAGEMENT	<ul style="list-style-type: none"> • 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"> ○ Ensure EOLs for respective Projects are in place at project start up, and agreements within them are adhered to by Partners. ○ Ensure that each Project is appropriately set-up on LogAlto and then provide/facilitate on-going support as needed ○ Monitor project implementation, including field visits 	<ul style="list-style-type: none"> • Signed EOLs on file • Key communications, and Field trip reports systematically and timely filed • Achieved project objective on time within budget • Donor questions and responses handled appropriately and filed. • ANCP or CPP plans and reports are

	<ul style="list-style-type: none"> ○ 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. ○ Risk Management: ensure significant risks are identified and mitigating strategies in place. ○ 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. ○ Donor reporting: Ensure reports to donors and/or managing contractors are presented timely and to a high-quality standard [ANCP/CPP] 	<p>completed on time and meet requirements</p> <ul style="list-style-type: none"> ● All Programs are compliant
PROGRAM/ BUSINESS DEVELOPMENT	<ul style="list-style-type: none"> ● Constantly maintain alertness to new funding opportunities and new project/program initiatives, and provide recommendations to Partners and/or ProCom on these ● Lead a team according to areas of expertise in the design and development of quality concept notes and proposals. 	<ul style="list-style-type: none"> ● # funding opportunities shared with colleagues and partners ● # of new proposal development contributed to
RELATIONSHIPS	<ul style="list-style-type: none"> ● Proactively communicate internally with Programs, Marketing, and Finance. ● External engagement – Contribute in at least one of the following: ADRA technical learning labs, beneficial networks, Communities of Practice, and Consortiums ● Proactively maintain positive Donor relations, e.g. visit to DFAT post, ACFID council, etc... ● Provide partner/program/project recommendations to ADRA Australia IP Senior Manager based on experience ● Constructively engage in ADRA Australia Program’s team meetings and events ● Participate as a contributing member to ProCom, if elected. 	<ul style="list-style-type: none"> ● High level score on Internal Engagement survey ● Membership and engagement with external stakeholders/network

Employee Signature:
Print Employee Name:

Supervisor(s) Signature(s):
Print Supervisor Name:

Date: / /
