



## Position Description

### I. Position Details

<b>Job Title:</b>	Technical Country Manager, Vanuatu
<b>Role type:</b>	Permanent, full time
<b>Location:</b>	Port Vila, Vanuatu (some travel will be required)
<b>Application deadline</b>	12pm on Friday 04 October 2024

### II. General Information

#### About EWB

Engineers Without Borders Australia (EWB) is an energetic organisation that is all about creating positive change through humanitarian engineering. EWB works in partnership with organisations and communities in developing countries assisting them to gain access to knowledge, resources and appropriate technologies needed to achieve their objectives. Together with our community partners, we strive to facilitate meaningful and lasting change through capacity building, shared learning and high-quality development practices. Established in Australia in 2004, EWB works alongside communities and organisations in Australia and the wider Asia-Pacific region. We have three major focus areas:

1. Designing, developing, and implementing inclusive, equitable, sustainable and accessible technology;
2. Redefining engineering as a socio-technical profession providing stewardship and leadership for a more equitable and sustainable world;
3. Educating, connecting and motivating an engineering community who believe in a world where technology benefits all.

At EWB, we strongly believe that every engineer can be a change agent for a socially just and sustainable world. This belief drives EWB to lead a movement of like-minded individuals and companies working together to ensure technology is developed to make the world a better place for all.

#### EWB's Vanuatu programme

Aligned with the EWB Australia's vision, the Vanuatu programme seeks to ensure that Technology benefits all Ni-Vanuatu people, with a focus on marginal groups including women and people with disabilities in both rural and peri-urban communities. It has immediate plans to grow one of the two main arms that the organisation has emphasised in its new 2030 Strategy and structure - 'EWB Engineering', aiming to develop appropriate technologies and their enabling environments to sustain their positive impact for communities.

The program currently involves work with various partners stemming from the Government sector to the private and NGOs sectors, such as the Department of Public Health (Ministry of Health - MoH) in the sanitation sector and the Department of Water Resources (Ministry of Land and Natural Resources) in the water sector; FieldReady, an NGO developing locally made technologies for emergency responses, and the Vanuatu Society for People with Disabilities (VSPD).

*EWB's Vanuatu Programme is supported by the Australian NGO Cooperation Program (ANCP), funded by the Australian Government, as well as the New Zealand Aid Program.*

### III. Role Summary and Key Responsibility Areas

#### Purpose

To lead and support technically a small team of local staff and volunteers in Vanuatu and deliver high quality and sustainable engineering projects that provide positive outcomes for communities, according to EWBA in Vanuatu's Strategic Direction.

To lead all aspects of Programme Management, relating to engineering projects and the office operations, including technical oversight, strategic planning, budgeting, budget tracking and forecasting, relationship management and business development.

#### Key Accountabilities

This role will have the following key focus areas:

##### 1) Leadership of the Vanuatu team

- Lead, manage and further strengthen the capacity of the Vanuatu team. This includes: managing staff, monitoring performance and encouraging leadership opportunities for all, while continuing to embed an inclusive, collaborative and productive culture.
- Strengthen links and ensure strong and open communication with other EWB teams in Cambodia, Timor Leste and Australia.

##### 2) Programme planning, management and growth

- Lead the Engineering Programme development in Vanuatu - including development of new project concepts, definition of sectoral focuses and partnership selection strategy.
- Lead the overall Vanuatu programme management - including overall work plan development and management, and programme budget development, tracking and forecasting.

- Support the development of project proposals including scope, resourcing plans and budgets.
- Develop and maintain relationships with key stakeholders - build and strengthen links with other organisations involved in WASH and gender transformative technologies, including local and international NGOs, social enterprises and private businesses.
- Support and contribute to program reflections and continually improve program quality through the consideration of lessons learnt.

### 3) Engineering project management and delivery

- Lead, manage and implement engineering projects, including designs and drawings, prototypes, validations and verifications, pilot deliveries, monitoring, evaluation and refinement of technology solutions in collaboration with community partners.
- Provide technical advice and guidance to Vanuatu's technical team members for the delivery of high-quality project outputs.
- Monitor and ensure the quality of all Vanuatu engineering project outputs and lead the implementation of systems and processes for quality assurance for all projects.
- Lead the implementation of proper documentation procedures across all projects and support technical team members to adhere to these processes.

## Management Relationships

This position is based in Port Vila, Vanuatu. The line manager is the Senior Manager, International Engineering Programs, based from EWB's headquarters engineering team.

The Technical Country Manager, Vanuatu will work closely with other members of the EWB Vanuatu team, Engineering Program and Education Program teams based in Australia, EWB Field Professionals and other volunteers and colleagues in the Cambodia, Timor Leste and Australia programs.

## IV. Selection Criteria – Qualifications, Knowledge, Experience, Skills and Attributes

Essential	Desirable
<p><b>Qualifications &amp; Language</b></p> <ul style="list-style-type: none"> <li>● Qualification in a STEM field, project management, business administration, international development, or other relevant professional area.</li> <li>● Highly proficient in English language (written and verbal).</li> <li>● Native Bislama language speaker.</li> </ul>	<ul style="list-style-type: none"> <li>● Masters level qualification in a relevant discipline</li> <li>● Other qualification(s) in a related field</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● At least 5 years' experience in a related field and/or equivalent experience in program and team management</li> </ul>	<ul style="list-style-type: none"> <li>● Experience with stakeholder</li> </ul>

<p>experience. Technical engineering experience is not a requirement, though demonstrated understanding of a related field (e.g. public health, water, sanitation, energy, product development, project management, monitoring evaluation and learning) would be an asset.</p> <ul style="list-style-type: none"> <li>● Scoping, planning, managing, monitoring and evaluating WASH, infrastructure or other technology projects on time and on budget.</li> <li>● Designing, prototyping, piloting, and/or implementing products or infrastructure, preferably related to the WASH sector.</li> <li>● Partner management and community engagement.</li> <li>● Facilitation and coordination of meetings and workshops.</li> </ul>	<p>engagement across government, NGOs and private business</p> <ul style="list-style-type: none"> <li>● Qualitative and quantitative research</li> </ul>
<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>● Deep understanding of the WASH sector and/or other engineering discipline(s).</li> <li>● Strong programme management skills, including budgeting and time management.</li> <li>● Developed skills in technology design and management including planning, scheduling, budgeting and forecasting</li> <li>● Developed skills in monitoring and evaluation; data collection, analysis and report writing.</li> <li>● Excellent interpersonal skills: being proactive, able to give and receive feedback, team-worker.</li> <li>● Strong organisation, time management and prioritisation skills.</li> <li>● Computer literate with proficiency in the Microsoft Office and online document management software.</li> <li>● Good verbal communication skills, including the ability to share ideas and concepts clearly and concisely to a range of different stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>● Human Centered Design</li> <li>● Knowledge of local supply chain, raw materials, local suppliers etc., within Vanuatu context</li> <li>● Knowledge of wastewater, pathogens, sampling and analysis</li> <li>● CAD or other engineering related drawing programs</li> </ul>
<p><b>Personal Attributes</b></p> <ul style="list-style-type: none"> <li>● Understanding of, and commitment to, EWB’s vision, mission and organisational objectives.</li> <li>● Commitment to excellence and integrity in outputs and work relationships.</li> <li>● A collaborator, networker and a connector.</li> <li>● Ability to collaborate with people from many backgrounds including local community, local masons, engineers and sector partners.</li> </ul>	

## Conditions

### Flexible working arrangements

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

### Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counseling assistance.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the job experience, coaching and in-house training.

## How do I apply?

Please provide CV and cover letter addressing selection criteria to [engineering@ewb.org.au](mailto:engineering@ewb.org.au) before 12pm on Friday 04 October 2024.

If you have any questions about the position, please email: [engineering@ewb.org.au](mailto:engineering@ewb.org.au).

Applications submitted through any format other than email will not be considered.

## Engineers Without Borders Australia:

- Encourages applications from suitably qualified female candidates.
- Celebrates diversity and supports an inclusive workplace. Please contact us to discuss any personal assistance required to complete this application.
- Encourages applications from suitably qualified Ni-Vanuatu national and international candidates.

EWB adheres to statutory laws in Australia and foreign countries regarding child exploitation, child pornography and the abuse of children. We are committed to the protection of children from all forms of harm. You will be required to sign a Child Protection Code of Conduct and provide a police check prior to commencement.

EWB Australia upholds the right of all people to live a life free from sexual violence, exploitation, and harassment regardless of their gender, age, sexual orientation, disability, religion, or nationality. EWB has zero-tolerance for sexual exploitation, abuse, and harassment (SEAH) of any kind. We recognise that some individuals within communities may be more vulnerable to SEAH, including; children and vulnerable adults. We are committed to creating a safe and supportive environment that safeguards all the people we work with, and the communities we work for.