



Position Description

Position: Head of Donor Programs
Reports to: General Manager
Date: October 2024

Nature and scope

The Pacific Aviation Safety Office (PASO) was established by the formation of the Pacific Islands Civil Aviation Safety and Security Treaty (PICASST). PASO’s principal objective under PICASST is to provide quality aviation oversight safety and security services on behalf of its ten Member States so that they can meet international standards required under the ICAO Convention.

The work of PASO will encompass the following strategic areas:

- **Membership Focus** - to retain, grow and value our members and that our relationships are well defined to ensure clarity of responsibilities and expectations;
- **Strong Governance** - to facilitate strong governance performance and Member participation through the PASO Council;
- **A Robust, Effective Organisation** - to be an employer of choice, that is renowned for cohesive teamwork, and effective organisation structure, resources and systems that support the Blue Pacific culture;
- **Regional Leadership and Engagement** - to foster an environment of valued partnerships which support the 2050 Strategy for the Blue Pacific Continent, ongoing Aviation Ministerial engagement, and the delivery of commitments reflected in the Port Moresby Declaration on Aviation Safety and Security;
- **People-Centred Aviation Development** - to promote and support the development aviation capability of Pacific peoples within Member States;
- **Excellence in Service Delivery** - to provide timely, high quality and practical regulatory services and professional aviation advice that meets international standards, to provide safety and security assurance;
- **Harmonised Regulatory Systems** - to have a harmonised regulatory system.

PASO’S Purpose, Vision, Values and Mission:

Purpose:	Sustainable, safe, secure and environmentally efficient air connectivity enabling social, cultural and economic wellbeing of the Blue Pacific.
Vision:	Our members are connected to the world through sustainable, safe and secure aviation systems delivering social and economic wellbeing.
Values:	Safety and Security – Pacific Identify – People – Excellence and Quality - Integrity
Mission:	To support the empowerment of Pacific States to meet their international civil aviation obligations and deliver a civil aviation system that is sustainable safe, secure and fit for purpose through the provision of technical expertise, capability building and information sharing.



Purpose of the role

The Head of Donor Programs is responsible for the successful planning, managing, and implementing donor relationships and agreed programmes. The role leads the following core areas:

- Donor Program Management
- Reporting and Donor Compliance
- Business Development
- Risk Management

The role is also a member of PASO's Senior Management Team and is expected to make significant contributions to the overall success and direction of PASO through the responsibilities in the position but also in working collaboratively with their peers. The position has 1 direct report to support the delivery of our obligations.

Key relationships

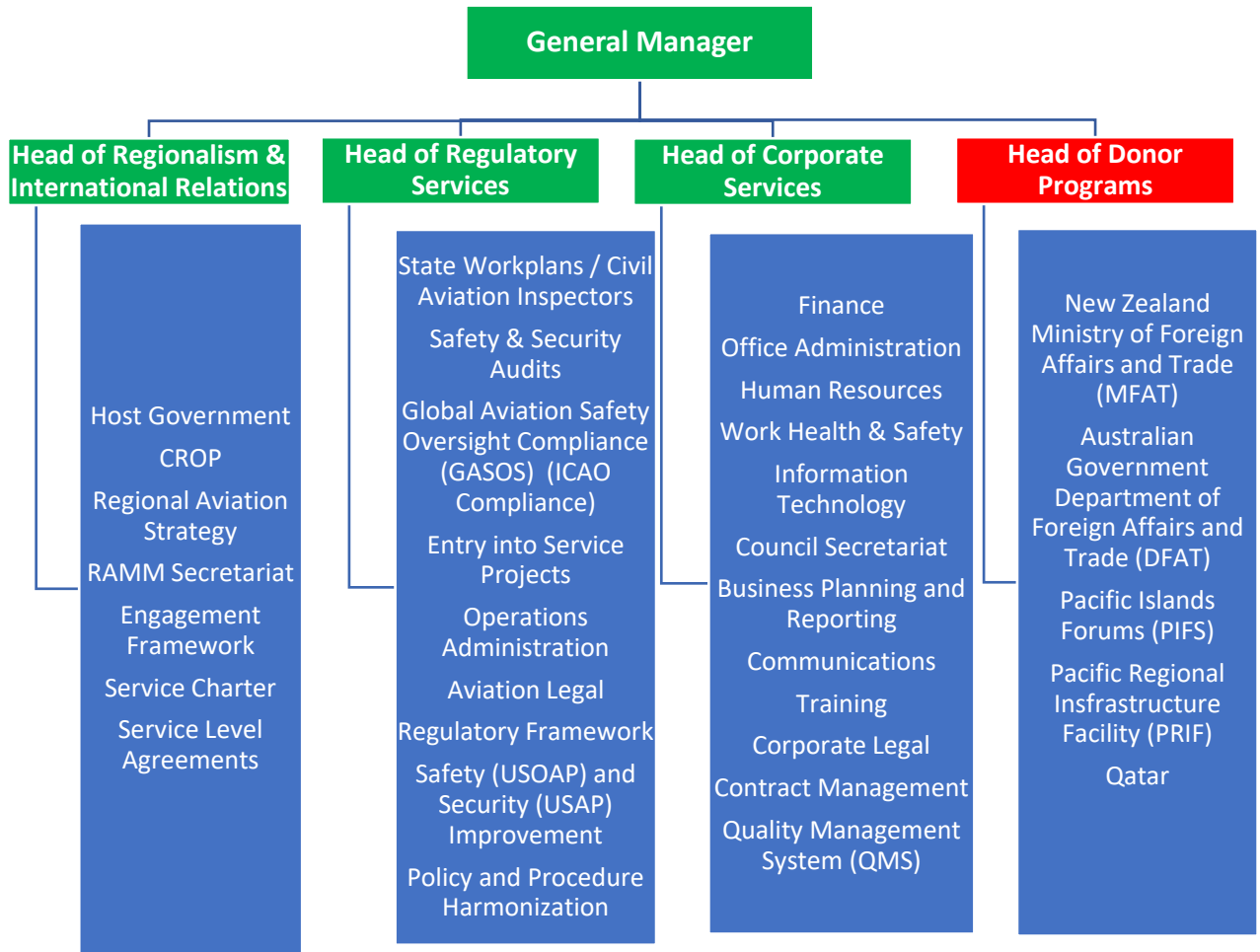
External

- Suppliers and Contractors
- Donors and Funders
- Externally appointed Auditors

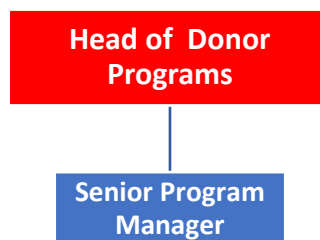
Internal

- Senior Management Team (Direct report)
- Members and Associate Members of the Council
- Inspectors
- Other staff members

Organisation structure:



Donor Programs Team:





Key responsibilities

Donor Programs Management

The Head of Donor Programs oversees the overall program, including defining controls, processes, procedures, and reporting. The role involves planning the program, monitoring progress, and ensuring milestones are met across different outputs, projects, and activities in the work plans.

Key Tasks

- Engagement with General Manager and business unit heads to determine resourcing needs and opportunities.
- Offer support, management, and guidance to the Senior Program Manager and other staff on donor program requirements, procedures, tasks, and assignments.
- Develop detailed work plans to meet donor program objectives and expected outcomes. This includes identifying necessary actions, allocating required resources (such as time, funding, and staffing), setting a timeline for these actions, and establishing specific evaluation metrics for completion.
- Manage all aspects of the program, ensuring effective execution of the work plans, actions, outcomes, and timelines. This includes monitoring progress, identifying issues, and recommending adjustments to management to ensure successful, high-quality outcomes.
- Fostering collaboration with internal and external teams to coordinate program activities, develop program concepts and proposals aligned with institutional strategies, and document and share feedback on successful processes and areas for improvement to enhance future programs.
- Managing, coordinating, and monitoring budgets and procurement activities for assigned donor programs.
- Lead PASO's performance of all outputs under donor programs.
- Ongoing engagement with existing donor relationships.
- Engage with potential new donors and development partners on an 'as and when required' basis.
- Implement PASO's Strategic, Corporate, and Business Plans, while adhering to the organization's values, standards of conduct, policies, procedures, and other role-related expectations.
- Manage contracts in accordance with donor requirements or contract management policy (and associated procedures).
- Ensure Master Agreements and Statement of Work are issued in accordance with the agreed daily rate and costed work plan for each output.
- Complete all monitoring, evaluation and reporting obligations in accordance with relevant agreements.
- Represent PASO at any established project governance meeting, donor interactions and meetings.



Reporting and Donor Compliance

The Head of Donor Programs is responsible for reporting deadlines and other key millstones identified and recorded.

Key Tasks:

- Complete reporting requirements to donors and the PASO Council.
- Report regularly to the PASO General Manager and Senior Management Team on program progress.
- Advise on the reporting requirements to any steering or oversight group established by Council.
- Implement any program related actions from the PASO Council.
- Ensure all financial and narrative reports are delivered within donor timelines and in line with donor expectations.
- Ensure that all programs are compliant with donor expectations.
- Ensuring the financial integrity of the programs and be proactive and accountable for managing program budgets, expenses, and forecasts.
- Represent PASO with any program related audits and ensure any actions are implemented.
- Work closely with the Head of Corporate Services and Finance Team.

Business Development

The role is responsible for new program design function and opportunities.

Key Tasks:

- Engage with PASO Members, Associate Members, Observers, donors, and other key stakeholders to develop concept notes and proposals that can be discussed and approved internally, and then seek donor funding.
- Contribute to the implementation of PASO Strategy and business objectives by building and maintaining relationships with key donors and other key partners.
- Support the implementation of the PASO Strategic and Business Plans by seeking funding opportunities.
- Identify areas of opportunity to increase PASO's funding with existing donors.
- Undertake procurement in accordance with donor requirements or procurements policy (and associated procedures).

Risk management

- Proactively identify program risks and develop risk management strategies to mitigate these risks.
- Escalate significant risks to the SMT and General Manager for discussion and management.
- Report on critical risks to the PASO Council and any other donor governance arrangement as required.



Senior Management Team Member

As a member of the Senior Management Team (SMT), the Head of Donor Programs (HDP) is collectively responsible for ensuring the overall success and strategic direction of PASO.

Key Tasks:

- Lead by example – Promote PASO Values by adhering to all PASO policies and procedures in the execution of duties.
- Effective SMT member – Actively contribute to steering organisational planning, policy development and resourcing needs.
- Collaborate across the organization – Work closely with fellow SMT members to fulfil work obligations and achieve PASO’s strategic objectives.
- Contribute to organizational direction – Stay informed on critical issues and trends, using insights to influence and shape PASO’s initiatives and performance.
- Risk Management – Monitor risks and concerns that will adversely impact PASO operations and keep the General manager abreast at all times.
- Lead the Regional Engagement Team – Coach and mentor staff through capacity building and upskilling opportunities to ensure quality contribution to PASO objectives.
- Performance Management System – Monitor staff performance against set work plans and conduct annual performance appraisals as required in the Performance Management System
Promote a positive workplace culture – Foster a healthy and positive work environment that values staff contribution and enhances staff engagement and morale.
- PASO Ambassador – Exercise diplomacy and integrity in representing PASO across all platforms, forums and engagement activities.
- Undertake any other responsibilities as assigned by the General Manager

Wellbeing, Health and Safety

- Display commitment to all safety and wellbeing initiatives.
- Ensures own safety and others safety, at all times.
- Comply with safety and wellbeing policies and procedures.

Competency Framework

<p>Person Specification</p> <p>Qualifications:</p> <ul style="list-style-type: none"> • A degree in Finance, Project Management, Law, Management or related field from recognised University. <p>Professional Experience:</p> <ul style="list-style-type: none"> • Have management experience and an in-depth understanding of donor programs. • A minimum of 5 years of relevant experience in a similar role. • Proven experience in managing multi-faceted projects with diverse stakeholders and tight timelines and the ability to work independently and with stakeholders as required. • Strong analytical and strategic thinking skills, leadership, diplomacy, and advocacy. • Excellent verbal, written and presentation communication skills in English, with demonstrable high-level reporting skills. • Experience in implementing business transformation programs in a similar sized organization. • Familiarity with project requirements of donor projects will be an advantage. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of and/or experience in aviation industry would be an advantage. 		
Execution	Relationships	Personal Qualities
<p>Strategic Awareness</p> <p>Keeps up to date with political, industry, economic and social imperatives; understands the position of the organisation in this environment, the nature of its key stakeholders, and the impact these may have on the organisation in the future. Recognises signs and interprets them in relation to impact, opportunities, and risks.</p>	<p>Building Relationships</p> <p>Builds, maintains, and uses effective working relationships, internal and external to the organisation, to facilitate the successful achievement of projects, assignments, and objectives.</p>	<p>Adaptability/Personal Effectiveness</p> <p>Displays energy, optimism, and resilience; ensures effective performance when faced with ambiguity, changing environments and demands.</p>
<p>Strategic Analysis</p> <p>Applies broad knowledge and seasoned experience when addressing strategic business</p>	<p>Communication</p> <p>Expresses and conveys information and ideas through a variety of mechanisms in a manner</p>	<p>Executive Disposition</p> <p>Effectively relates to and identifies with wider senior management team perspective;</p>



<p>issues or situations; sees the 'whole' and the complexity of connections; takes all critical information into account and considers multiple perspectives thereby enabling informed, timely judgements and assessments to be made.</p>	<p>that engages key audiences and reflects the organisation's Vision, Values and Strategic Direction. This may include speaking, writing, and listening and covers both formal and informal situations.</p>	<p>recognises the value of teamwork and works as a member of a collective in order to support the achievement of strategic goals; conveys an image that is consistent with their role as a Governance Committee member.</p>
<p>Business Execution</p> <p>Collaboratively defines organisation's Vision, Values and Strategic Outcomes ensuring strategies, plans and performance indicators are aligned, included in business plans, and monitored. Identifies and focuses on those issues that are of significance to future business success.</p>	<p>Delegation</p> <p>Takes into account strengths, knowledge, potential and development opportunities when delegating; monitors activities that have been delegated; provides support without removing responsibility.</p>	<p>Fostering High Work Standards</p> <p>Sets high personal and professional standards for self and others; assumes responsibility and accountability for the successful completion of projects, assignments, or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy. Fosters an environment of excellence in the organisation.</p>
<p>Stakeholder Focus</p> <p>Focuses attention on meeting the needs of stakeholders (internal and external) ensuring their satisfaction.</p>	<p>Developing Organisational Capability</p> <p>Creates learning opportunities for others to develop and grow, positively influencing their progress towards successful results. Coaches and gives feedback, guidance, and support to enable individuals to reach agreed objectives. Creates an environment conducive to learning.</p>	<p>Health and Safety Awareness</p> <p>Promotes a culture where health and safety are seen as integral to success. Is aware of and takes into account conditions that affect own and others' health and safety.</p>
<p>Work Management</p> <p>Controls ones work by prioritising work goals, requirements, and areas of opportunity.</p>	<p>Persuasiveness</p> <p>Uses appropriate interpersonal styles and communication methods to gain acceptance of an idea, plan, or process; effectively influences others over whom one has no positional authority (peers, colleagues, those external to the organisation); adapts one's own behaviour to accommodate circumstances and individuals involved.</p>	<p>Innovation and Fostering Creativity</p> <p>Facilitates an environment where creativity and innovation can flourish; looks for opportunities to improve personal and the organisation's performance, rethinking how to approach work. Develops and actively encourages other to develop creative and practical ideas. Adapts leadership style to allow for innovation.</p>



	<p>Visionary Leadership</p> <p>Inspires, motivates, and builds cohesive teams; promotes and uses the organisation’s Vision, Values, and strategic priorities as a guide to everyday business. Leads others through change by helping them to see and feel how things can be different.</p>	<p>Integrity</p> <p>Acts in a manner that conveys the principles important to the organisation, including impartiality, fairness, honesty, openness, sound business ethics and respect for others. Demonstrates high standards of ethical behaviour.</p>
		<p>Learning</p> <p>Acquires, understands, and applies new job-related information knowledge and skills in a timely manner. Able to learn from experiences and other people and apply in practice.</p>
		<p>Self-Awareness</p> <p>Recognises own emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.</p>