



Position description

Job Title:	Country Program Manager, Vanuatu
Role type:	Permanent, full time
Salary:	EWB Salary Band 3
Location:	Port Vila, Vanuatu (some travel will be required)

Context

About EWB

Engineers Without Borders (EWB) Australia is a for-purpose organisation with offices in Cambodia, Timor-Leste, Vanuatu, and Australia. EWB works alongside communities and organisations in Asia-Pacific region across three major focus areas:

1. Designing, developing, implementing and promoting 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 industry working together to ensure technology is developed to make the world a better place for all.

EWB Australia in Vanuatu

EWB Australia in Vanuatu is registered under the under the Charitable Associations (Incorporation) Act in Vanuatu. Aligned with EWB Australia's vision, EWB Australia in Vanuatu works to ensure that technology benefits the Ni-Vanuatu people, with a focus on underrepresented groups including women and people with disabilities in both rural and peri-urban communities. The Vanuatu country

program develops appropriate technologies and their enabling environments for sustainable positive impact. The program partners with the public sector, private industry NGOs and directly with communities.

Role Summary and Key Responsibilities

Purpose

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

This role will lead all aspects of program management, relating to engineering projects and office operations, including strategic planning, budgeting, budget tracking and forecasting, relationship management and business development. If the successful candidate has a technical background then this role will also support technical aspects of the program.

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. Program planning, management and growth

Lead the Engineering Program development in Vanuatu - including development of new project concepts, definition of sectoral focuses and partnership selection strategy.

Lead the overall Vanuatu program management - including overall work plan development and management, and program 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. Project management and delivery

Oversee the implementation of all projects at all stages, from project design and appraisal, through to implementation, monitoring, evaluation and reporting.

Monitor project outputs and lead the implementation of systems and processes for quality assurance for all projects.

Champion the implementation of proper documentation procedures across all projects and support 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 internationally.

The 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.

Selection Criteria

Essential	Desirable, but not essential
<p>Qualifications & Language</p> <ul style="list-style-type: none"> ▪ Qualification in a related field such as project management, business administration, international development, or other relevant professional area. ▪ Highly proficient in English language (written and verbal). ▪ Fluent Bislama language speaker. 	<ul style="list-style-type: none"> ▪ Masters level qualification in a relevant discipline ▪ Engineering or other STEM technical qualification
<p>Experience</p> <ul style="list-style-type: none"> ▪ At least 5 years' experience in a related field and/or equivalent experience in program and team management experience. ▪ Scoping, planning, managing, monitoring and evaluating projects on time and on budget. ▪ Partner management and community engagement. ▪ Facilitation and coordination of meetings and workshops. 	<ul style="list-style-type: none"> ▪ Experience with stakeholder engagement across government, NGOs and private industry. ▪ Qualitative and quantitative research ▪ Project management experience in a related field (e.g. public health, water, sanitation, energy, product development) ▪ Designing, prototyping, piloting, and/or implementing products or infrastructure, preferably related to the WASH sector.
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> ▪ Strong program management skills, including budgeting and time management. ▪ Developed skills in management including planning, scheduling, budgeting and forecasting 	<ul style="list-style-type: none"> ▪ Human Centred Design (or similar participatory methods)

<ul style="list-style-type: none"> ▪ Developed skills in monitoring and evaluation; data collection, analysis and report writing. ▪ Excellent interpersonal skills: being proactive, able to give and receive feedback, team-worker. ▪ Strong organisation, time management and prioritisation skills. ▪ Computer literate with proficiency in the Microsoft Office and online document management software. ▪ Good verbal communication skills, including the ability to share ideas and concepts clearly and concisely to a range of different stakeholders. 	<ul style="list-style-type: none"> ▪ Knowledge of local supply chain, raw materials, local suppliers etc., within Vanuatu context ▪ CAD or other engineering related drawing programs ▪ Deep understanding of the WASH sector and/or other engineering discipline(s).
<p>Personal Attributes</p> <ul style="list-style-type: none"> ▪ Understanding of, and commitment to, EWB’s vision, mission and organisational objectives. ▪ Commitment to excellence and integrity in outputs and work relationships. ▪ A collaborator, networker and a connector. ▪ Ability to collaborate with people from many backgrounds including local community, local masons, engineers and sector partners. 	

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 before 12 midnight on Sunday 02 February 2025.

If you have any questions about the position, please email: engineering@ewb.org.au

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

Engineers Without Borders Australia:

- Encourages women to apply.
- Celebrates diversity and supports an inclusive workplace. Please contact us to discuss any assistance required to complete this application.
- Applicants must have the right to work in Vanuatu.

EWB adheres to statutory laws in Australia and the countries in which we work 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.