



Vanuatu Family Health Association (Incorporated)
Association pour la Santé de la Famille au Vanuatu



A member of the International Planned Parenthood Federation, London

VACANCY NOTICE

VFHA is a local NGO since 1990 and a member association of the global IPPF since 1991. It is the national leading advocate for SRHR for all. We are locally based working with and for communities and individuals. We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expect all employees, volunteers, contractors, and partners to share this commitment and its core values.

VFHA seeks experienced individuals with excellent skills to fill the following vacant positions.

POSITION: DIRECTOR OF FINANCE AND RESOURCE MOBILIZATION

This role will ensure sound and effective financial management and compliance with VFHA's financial policies and procedures and VFHA's donor's financial requirements and policies as well as international accounting standards.

Key responsibilities:

Strategic planning and reporting

1. Provide support to the overall strategic planning, and annual program planning processes ensuring appropriate budget allocations.
2. Work closely with the program team to develop and monitor annual work plans and budgets, and perform the final review of the budget prior to approval by the Executive Director.
3. Lead the preparation of quarterly and annual performance financial reports for all projects.
4. Provide the administration and program team with quarterly financial reports for management decision-making purposes.
5. Lead a team of finance staff to ensure timely and accurate preparation and approval of all donor financial reports.
6. Liaise with Internal and External Auditors to produce general-purpose financial reports

External engagement and resource mobilization

1. Create and maintain strategic partnerships with institutional funders and sponsors,
2. Work with the Director of Program and Operations, and the program team to develop the resource mobilization plan and its implementation in order to successfully deliver against VFHA objectives and targets.
3. Engage with the Executive council and the Administration to identify opportunities for funding.
4. Liaise with the Director of Program and Operations, the Administration, and other staff to develop and submit project proposals to potential donors.

Accounting and Financial Management

1. Lead the review and updating of financial policies and tools whenever needed to ensure efficiency.
2. Ensure compliance with all VFHA and IPPF financial procedures and/or government regulations.
3. Ensure effective and non-interrupted cash flow to support the continuity of VFHA operations.
4. Carry out the final review of all accounting and finance transactions.



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5. Undertake reconciliation and regular monitoring of expenditures to ensure compliance with financial procedures, and accuracy in accounting records, review budget to actuals, and identify expense projections
6. Work with the administration to implement appropriate internal controls in all projects where necessary to reduce cost and prevent fraud.
7. Assist the accountant and the finance officer in collaboration with the external auditors including scheduling external audit works, providing the information requested by the auditors, acting as a focal person to respond to audit findings, and taking action to address audit recommendations.

Key Selection Criteria

- ✓ Interested applicants should have at least three years of experience in an accounting, or finance management role, whether in the Non-Profit Sector or in the Public Service Sector,
- ✓ As a senior-level director, be able to oversee the budgeting, procurement, financial operations, and reporting for complex, multi-million figure donor-funded projects.
- ✓ A tertiary qualification in accounting, finance management, or other related disciplines.
- ✓ The ability to work well under pressure and meet strict deadlines
- ✓ Excellent computer skills particularly in MS Office and Accounting software programs such as MYOB.
- ✓ Good understanding of donor proposal requirements, and ability to develop winning project proposals.
- ✓ Demonstrate an understanding of and commitment to safeguarding, a code of conduct in the local and international context.

POSITION: ADVOCACY AND COMMUNICATION OFFICER

This role is responsible for implementing the VFHA advocacy strategic plan and networking with VFHA program partners including Vanuatu Government Ministries, CSOs, and rural community stakeholders.

Key responsibilities:

1. Initiate and maintain strategic relations with the media network, MoH-Health Promotion Unit, community, and other stakeholders.
2. Work with the program team to develop and implement the organization's advocacy strategy focused on ensuring that Sexual and Reproductive Health is integrated within policy and funding priorities in Vanuatu.
3. Coordinate the implementation of VFHA advocacy and community engagement campaign activities for Sexual Reproductive Health,
4. Work with all relevant stakeholders to foster and build support for relevant advocacy aims amongst influential people such as parliamentarians, chiefs, teachers, church leaders, and women leaders.
5. Build partnerships and coordinate work with other networks and allies in the field of Sexual and Reproductive Health to enhance the family planning and reproductive health goals of the Association
6. Facilitate the preparation of media articles, program services promotion materials, and other public relations materials.

Private Mail Bag 9065, Port Vila, Vanuatu - Telephone: (678) 22140



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7. Coordinate to disseminate information regarding key program milestone achievements to external and internal stakeholders.
8. Ensure appropriate co-branding of the VFHA program and representation of the IPPF and funding agencies.
9. Provide support and advice to the Youth Officer in implementing and lobbying for the FLE program.
10. Ensure the promotion of the welfare of children, young people, and vulnerable adults.
11. Perform any other tasks as may be assigned from time to time by the supervisor.

Key Selection Criteria

- ✓ Interested applicants should have at least three years of proven knowledge and experience in the development and delivery of advocacy and campaigning strategies.
- ✓ Understanding of, or experience communicating current sexual health priorities including universal service coverage, health systems strengthening, human resources for health, and other cross-cutting issues such as disability inclusion, SOGIES, Gender, and climate change.
- ✓ Experience in effectively using all forms of media (written, spoken, cyber) to build awareness around SRHR key messaging.
- ✓ Excellent written and oral communication skills.
- ✓ A minimum qualification of a tertiary qualification, preferably, a minimum of Bachelor's degree in Social sciences, public health, law, or other related disciplines.
- ✓ Must be an innovative, energetic, solution-orientated approach to work, and be able to write high-quality policy papers.
- ✓ Ability to represent VFHA in a variety of fora in Vanuatu and internationally.
- ✓ Strong project planning skills with proven ability to organize and prioritize tasks and to manage own time efficiently.
- ✓ Demonstrate an understanding of and commitment to safeguarding in the local and international context.

POSITION: DATA OFFICER

This role is responsible for the maintenance of the VFHA management information systems including overseeing the collection, storage, management, quality, protection, and reporting of program service data.

Key responsibilities:

1. In close collaboration with the program team, design and maintain simple data collection tools.
2. Coordinate the collection of data from multiple sources including clinics, training, advocacy, and education programs.
3. Coordinate data analysis, and control ensuring its quality.
4. Consolidate the entry of Service Statistics (SS) and the Global Indicators (GIS) into the VFHA Local and Global Reporting systems including the daily clinic e-MIS, Excel spreadsheet, the annual DHIS, and the MoH HIS forms.
5. Coordinate monitoring and tracking progress towards achievement of annual program targets.
6. In close collaboration with staff lead the design of program survey forms.



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7. Produce data reports to inform the program team, administration, and stakeholders of the VFHA service progress.
8. Train program staff in accurate data collection, and promote the culture of using data across departments to improve service delivery and leverage new and existing opportunities.
9. Act as a contact point for the data.
10. Safeguarding and promoting the welfare of children, young people, and vulnerable adults.
11. Other tasks and duties that may be assigned from time to time by your supervisor.

Key Selection Criteria

- ✓ Interested applicants should have at least three years of proven knowledge and experience in a senior-level data management role.
- ✓ A minimum qualification of a tertiary qualification, in Computer Science, Information Systems, Public Administration, Business Administration, Management, Data Analytics, or other related disciplines.
- ✓ Experience in effectively using ICT and advanced skills in data analysis, reporting, and presenting information in a logical, clear, and concise format.
- ✓ Must be self-motivated, innovative, energetic, solution-orientated approach to work, and able to work accurately and flexibly under time pressure.
- ✓ Ensure service data protection and confidentiality in relation to the VFHA confidentiality policy.
- ✓ Excellent written and oral communication skills.
- ✓ Demonstrate an understanding of and commitment to safeguarding in the local and international context.

How to apply

If you think you meet any of the job criteria above, use the VFHA Official Standard Application Form [OSAF] to apply for the Job of your interest. The OSAF can be accessible at the VFHA Port Vila reception or email juliusmoffat@yahoo.com to ask for a copy.

Submit your application including the completed OSAF, and a cover letter addressing the above criteria to:

***Executive Director,
Vanuatu Family Health Association [VFHA]
PORT VILA***

Closing date: 19th May 2023 @ 5 p.m.