



# Country Program Coordinator Vanuatu

## Candidate Information pack

- **Act for Peace is a dynamic humanitarian aid and development agency**
- **Generous Workplace Benefits;**
  - Flexible working hours
  - Salary packaging option
  - Access to Employee Assistance Program
- **Be part of an experienced and friendly team of professionals**
- **Fixed Term 12 months full-time (1.0 FTE) or part time (0.8 FTE)**
- **Location: Port Vila (preferred)**

**Deadline for applications: 10/7/20**

**Please upload a copy of your resume and a covering letter detailing how you meet the selection criteria with your application.**

Please contact our Senior Program Manager Resilience & Emergency at [grobinson@actforpeace.org.au](mailto:grobinson@actforpeace.org.au) for further information.

Thank you for your interest in this position.

## About the role

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Do you want to be part of an organisation working together in global network of professionals to support people affected by conflict, disaster and displacement?

Are you motivated by sharing your skills in program management and experience in emergency preparedness and response?

Then we want to hear from you!

We are looking for someone to join our Partnerships and Programs team to provide day to day leadership and program support to staff and partners by coordinating our international development, disaster preparedness & emergency response programs in Vanuatu.

This will be an exciting role if you are motivated to help others affected by conflict, disaster and displacement and enjoy working in a small team in the international aid and development sector.

## About Act for Peace

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Today, there are more refugees, asylum seekers and displaced people worldwide than at any time since records began. That's more than 70 million people forced to flee their homes to escape conflict and disaster.

**It's a terrible injustice. And one that we can, and must, overcome.**

We believe that when people all over the world work together, big changes really are possible. That's why we've made it our mission to act in partnership with other passionate people, like you, across the globe to achieve safety, justice and dignity in communities threatened by conflict and disaster. We don't think there's any task more important.

Since 1949 our supporters have provided food, shelter, education, healthcare and training to help the world's most vulnerable prepare for, cope with and recover from crisis.

Together we're tackling the root causes of injustice, and are building a brighter future for everyone. We hope that you'll join us in this vital mission.

**OUR VISION:** A peaceful world where all people share a safe, just and dignified life.

**OUR PURPOSE:** We empower passionate people to work together to achieve safety, justice and dignity in communities threatened by conflict and disaster.

### HOW WE WORK:

#### HUMANITARIAN ASSISTANCE

We respond fast to emergencies around the world – local or global, large or small – to reach people with life-saving assistance when they are at their most vulnerable. We also work with local people on how to identify risks and prepare for the next disaster, which saves lives when an emergency hits.

#### ADVOCACY

We're committed to amplifying the voices of the most vulnerable, empowering them to claim their own rights and hold their own governments to account. We also mobilize passionate Australians, like you, to demand change. When we come together to speak with one voice, it sends a clear message that people in power can't ignore.

## SUSTAINABLE DEVELOPMENT

Lasting change takes time. We're committed to long-term development projects that help communities to tackle their own problems – whether that's through livelihoods and vocational training, health and hygiene programs or psychosocial and educational support.

## WORKING WITH PARTNERS

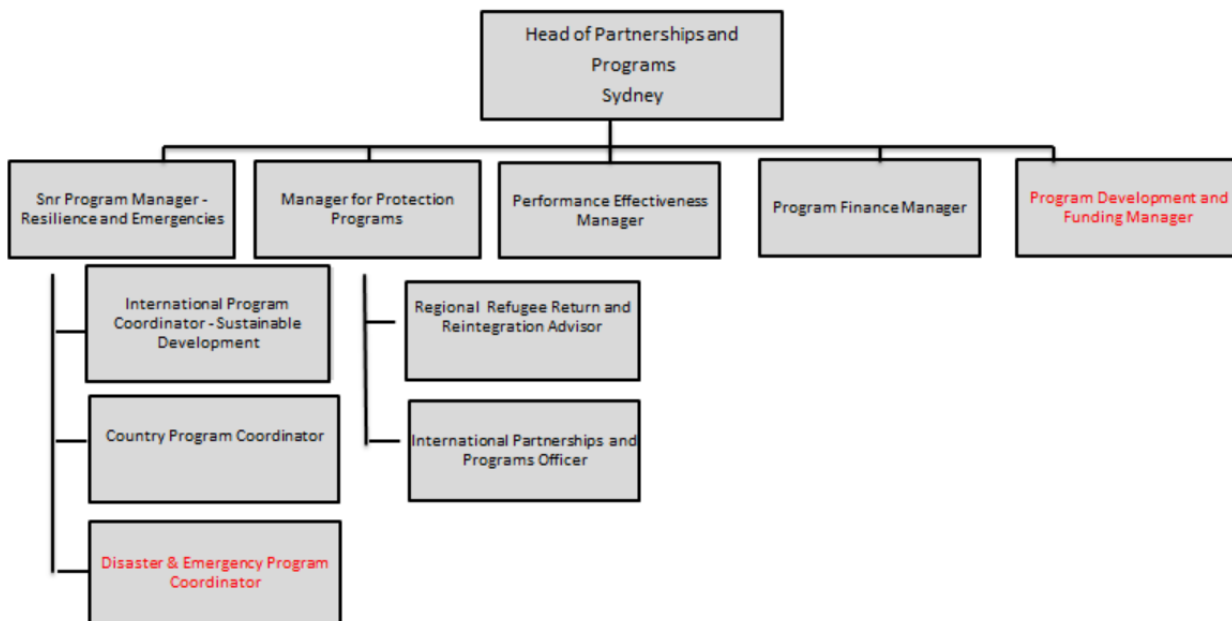
We believe local people are best placed to respond to and solve problems in their own communities. By partnering with local organisations, we aim to build on and strengthen local knowledge, people and resources, to help find solutions to complex problems and create solutions that work.

For more information about Act for Peace, including our principles and policies, please visit our website [www.actforpeace.org.au](http://www.actforpeace.org.au)

## About the Partnerships and Programs Department

The Partnerships and Programs Department supports partners and programs by incorporating organisational, programmatic and technical advice, training and capacity building, program effectiveness and donor grant management. The Department works closely with other Departments within Act for Peace to ensure the development and implementation of relevant policy, advocacy, and fundraising initiatives and to ensure our work is effective and accountable. The Department pursues an ongoing learning and development focus which is designed to continue improvement across our work. All work responds to our protection framework and strong quality and accountability principles

Partnerships and Programs Department (PPD)



## Disaster & Emergency Program Coordinator Position Description

<b>Position title:</b>	Country Program Coordinator Vanuatu
<b>Department:</b>	Partnerships and Programs
<b>Reports to:</b>	Senior Programs Manager – Resilience & Emergencies
<b>Direct reports:</b>	Nil
<b>Employment status:</b>	Fixed Term Contract 12 months (full-time or part-time)

### Purpose of the Position

The Country Program Coordinator Vanuatu (‘CPC-V’) plays a key role in providing day to day program support to staff and partners undertaking international development, disaster preparedness & emergency response programs in Vanuatu.

The incumbent is responsible for overseeing coordination of Act for Peace’s humanitarian programs and operational processes providing technical advice to inform investment decisions through program appraisal and monitoring in accordance with the Act for Peace’s operations, program cycle management and emergency response procedures.

The DEPC is responsible for monitoring the global humanitarian context for rapid and slow onset crisis, assessing relevance and convening Act for Peace’s Emergency Management Team.

The position focus is on Act for Peace’s global humanitarian programs but has a strong focus on our work in the Pacific region. The position will also act as the international program coordinator for our partner organisation the Tonga National Council of Churches in Tonga. It is anticipated some interstate or international travel may be required in this role to support Act for Peace programs or attend staff or other meetings representing Act for Peace. Additional days may be required in the event Act for Peace supports partner agencies to respond to disaster.

The position will require travels, including travel to disaster zones.

### Key Accountabilities Set

Key Accountabilities	Performance Expectations
<b>Act for Peace programs are relevant, context driven and responsive to changes in the internal and external operating environment</b>	<ul style="list-style-type: none"> <li>• Provide program oversight and management support to partners implementing Act for Peace funded programs run in Vanuatu.</li> <li>• Provide day to day capacity building to the Vanuatu Christian Council (VCC) through focused mentoring, advice and coordination to project teams to achieve the outcomes and objectives of projects funded by Act for Peace including ANCP, CAN DO and VCPP</li> <li>• With the Act for Peace Policy &amp; Programs team identify new sources of funding and assist to prepare high quality funding proposals in line with Act for Peace’s strategic plan, partner priorities and sector standards.</li> <li>• Provide partner or project focused support to strengthen technical capacity of partners to develop and manage projects in accordance with AfP</li> </ul>

	<p>Partnership and donor funding Grant Agreements;</p> <ul style="list-style-type: none"> <li>• For delegated initiatives within CAN DO activities and projects agreed with partners provide dedicated management capacity as required to ensure project outcomes are achieved including:</li> <li>• Identify and facilitate opportunities for research to inform country analysis, risk assessment and the development of funding proposals</li> <li>• Strengthen advocacy, education and awareness raising efforts with in country partners and organisations in relation to Act for Peace's programs</li> <li>• Contribute to the development, implementation and review of Act for Peace's Strategic and Operational Plans in relation to Vanuatu including development of new project and funding proposals.</li> </ul>
<b>International Development and Emergency Response work reflects agreed quality, accountability and effectiveness standards</b>	<ul style="list-style-type: none"> <li>• Provide partner or project focused support to develop high quality operational/implementation plans for relevant projects through focused mentoring and assistance with work-planning, monitoring and reporting in accordance with agreed milestones and grant agreements</li> <li>• Ensure high quality, timely reporting and adherence to monitoring and evaluation procedures in accordance with Act for Peace and donor procedures</li> <li>• Provide support to increase risk management and mitigation competencies with Vanuatu partners at an organisational and project level</li> <li>• Conduct relevant desk and field monitoring and evaluation activities for projects in Vanuatu</li> <li>• Ensure partnerships and projects are managed in response to Act for Peace's strategic plan, policies and procedures; the ACFID Code of Conduct; DFAT accreditation and binding humanitarian standards</li> <li>• Contribute to monitoring and analysis of risk issues/trends impacting or affecting PPD strategy and program delivery including security management and humanitarian issues across programs.</li> <li>•</li> </ul>
<b>Networking, collaboration and support</b>	<ul style="list-style-type: none"> <li>• Provide leadership and fulfil a representative role for Act for Peace within the sector in Vanuatu through effectively liaising with stakeholders including ACT Alliance emergency response forums (including PANZ), Church Agency Network Disaster Operations (CAN DO) consortium, AHP stakeholders, donors including DFAT, ACFID Humanitarian Reference Group, Pacific</li> </ul>

	<p>Humanitarian Team and relevant country disaster management forums.</p> <ul style="list-style-type: none"> <li>• Contribute to related work in networks and sector groups in Vanuatu establish and maintain relationships with other Australian and international NGOs (especially church-based aid agencies), government departments, and other relevant parties in Vanuatu in support of program objectives</li> <li>• Manage relevant administration and human resource responsibilities in line with Act for Peace requirements including recruitment of consultants from time to time.</li> <li>• Provide the Marketing and Communications Team with relevant resources for required fundraising and communications.</li> <li>• Foster positive relationships with other staff within Act for Peace, and the National Council of Churches in Australia (NCCA).</li> <li>• Fulfil a representative role for Act for Peace in external meetings with stakeholders and relevant networks and forums</li> </ul>
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## **Selection Criteria**

### **Essential**

- Eligibility to work in Australia or Vanuatu
- Relevant tertiary qualification or equivalent sector experience in international and community development, training and education, disaster management, or gender & protection in Vanuatu or the Pacific region.
- Demonstrated experience in the development and managing successful partner-led community-based programs for disaster resilience and climate change adaptation, protection, sustainable development or emergency response preferably with non-government or community-based organisations.
- Knowledge of monitoring, evaluation and learning frameworks as applied to humanitarian and development initiatives
- Excellent administrative capacity and financial management skills including experience in designing of program budgets, reviewing program acquittals, and undertaking basic financial checks with partners.
- Excellent communication and presentation skills including in technical writing (i.e. proposal/tender development)
- Experience with cross cutting policies incl. gender, protection, child protection, disability inclusiveness, and environmental sustainability.
- Experience liaising with and facilitating NGO engagement in planning and implementation of emergency response programs
- Excellent organisational skills, including ability to plan, organize, prioritise and implement work flow processes to meet position objectives, work independently and as part of a team.
- Proven ability to work under pressure and be flexible, including the ability to cope with multiple tasks, deadlines, and competing and/or changing demands.

### **Desirable**

- Ability to speak Bislama
- Experience from relevant work Vanuatu or the Pacific region
- Experience or knowledge working with faith based actors.

## **Key Stakeholders and Relationships**

- Internal: Act for Peace staff, Act for Peace Board
- External: AfP partner organisations, funding donors, Australian Council for International Development (ACFID), Church Agencies Network Disaster Operations (CAN DO), ACT Alliance, Program Consortium and Network members

## **Other Requirements**

- Eligibility to work in Australia or Vanuatu;
- Commitment to the values of Act for Peace;
- Commitment to abide by the principles, policies and codes of conduct of Act for Peace;
- Establish positive, collaborative relationships with the Act for Peace teams;
- Capacity to undertake intermittent travel and work outside standard business hours (reasonably);
- Abide by industry norms – as set out in the Act for Peace accountability framework;
- Act for Peace takes the prevention of sexual misconduct, fraud and harassment, and child protection seriously. As part of our Child Safeguarding Policy, employment is conditional upon the outcome of an Australian Federal Police Background check, as well as an equivalent police background check for any country in which the applicant has lived for more than 12 months during the last five years and for each country of citizenship. A working with children check may also be required. Strict adherence to our Code of Conduct, Child Safeguarding Policy and the Privacy Policy is mandatory.
- Commitment to Act for Peace requirements, including attendance at staff meetings; completion of all administration, finance and operational reporting requirements as per policy and/or line managers directive, adherence to program, HR and finance policies and procedures;
- Respect for a multicultural and multi-talented workforce.

## **Work, Health and Safety Responsibilities**

Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

## **Act for Peace is an Equal Opportunity Employer.**