



QUAKER SERVICE AUSTRALIA
Unit 14, 43-53 Bridge Road, Stanmore NSW 2048

PROJECT MANAGER POSITION

Quaker Service Australia (QSA) is the service and overseas aid and development organisation of the Religious Society of Friends (Quakers) in Australia. Its role is to foster and channel the concern of Australian Quakers for the building of a more peaceful, just and compassionate world. QSA manages a range of development programs in Australia and five overseas countries, focussing on assisting rural communities with poverty alleviation, food and water security, and a strong focus on human rights, child protection, gender equality and environmental sustainability.

Position Description

- **To manage and monitor existing overseas development projects, currently four in Cambodia**, comply with all reporting requirements including ACFID's Code of Conduct and DFAT's policies, and help project partners to develop new projects in the future.
- To provide interesting and accurate information about the projects and the people involved, in a manner which adheres to QSA policies and protocols, for inclusion in Quaker publications and websites.
- This position is directly responsible to, and works with, the Executive Administrator.

Essential criteria

- Permission to work in Australia.
- Minimum of three years' experience working in an international development context
- Good communication skills
- Computer skills using MS Outlook, MS Word and MS Excel
- Current Working with Children check; and an understanding of child protection and safeguarding matters relating to our sector

Desirable criteria

- Tertiary degree in international development, social or political sciences or a related field.
- Experience working with DFAT ANCP-funding or other donor projects.

Key responsibilities

- Manage the existing projects as per agreed objectives between QSA and the project partner and expand the existing working relationships with the project partners.
- Conduct monitoring visits on an annual basis, or as deemed necessary, working to agreed terms of reference and completing a Monitoring Report on return, for the Executive Administrator.
- In consultation with project partners, plan, design and manage the implementation of future projects, and coordinate evaluations, in line with QSA's policies and requirements.
- Collect project information suitable for creating regular interesting educational articles on the projects for inclusion in Quaker newsletters and on the website.
- Develop resources related to the project region, and related to relevant SDGs.
- Report regularly to Executive Administrator and discuss any issues of concern.

- Ensure that all activities, including the preparation of correspondence and documents, are in accordance with relevant QSA policies and the requirements of major stakeholders as well as the Australian Council for International Development's Code of Conduct.
- Any other tasks as requested by the Executive Administrator.

Key performance indicators, in addition to those directly coming from QSA's multi year plan

- Timekeeping and record keeping;
- Ability to relate well with project partners and other staff and volunteers;
- Provision of articles for circulation about projects in Cambodia;
- Provision of folders of resources about context of projects in Cambodia.

Issues to form part of the assessment at the end of the probationary period of a minimum of three months

- Technical Monitoring skills as demonstrated
Professional knowledge as demonstrated
- Communications With project partners by phone/skype and email
Articles provided for insertion in Quaker publications and the website
- Interpersonal / team skills
- Record keeping Work to be undertaken
Project folders
Office space

Completed cover letter and resume to be submitted to the Executive Administrator by 5pm on Friday February 7th 2020 either by mail to Unit 14, 43-53 Bridge Road, Stanmore 2048, or by email to [administration\[at\]qsa.org.au](mailto:administration@qsa.org.au)