



Title: Senior International Programs Manager

Work Type/s: Full Time

Classification/s: International Aid and Development and Project Management

Location: Sydney, Australia

Reports: CEO

Direct Reports: Programs Manager, Cambodia, and Myanmar Country Managers, Grants Coordinator.

If you are looking for a challenging and rewarding position then this is the job for you!

If you are looking for a position that will not only fully utilize your skills but satisfy your drive to build your career, then read on. This position will only suit a person that is looking to sharpen their skills and work with a driven and passionate “can do” team. The successful applicant will need to demonstrate that they are a high achiever within their current role, that they are hungry and ambitious, and have a strong desire to help build this specialized international development agency where our key concern are the communities with whom we partner. Cufa is looking for a person that is flexible in their approach and is willing to work hard to achieve success. This position requires a person that is confident in their abilities and skills and has a strong focus on, and is able to, drive outcomes.

If you do not have these qualities and attributes, read no further

In return Cufa offers the successful candidate autonomy and an environment to be creative and innovative. This is a key role and is critical to the success of the organization.

Cufa

Cufa is a small international development agency focused on economic development through livelihood, employment, enterprise and institutional capacity building. Cufa is in a growth stage of its development and is building a new organizational culture, which includes attracting people with a commitment to Cufa’s mission and a dedication to achieving high quality results for our partners and impact for our projects.

The Position

The Senior International Program Manager is responsible for the project management within the Asia Pacific region. This position is tasked to oversee the program administrative processes, procedures and stakeholder relationships and ensure that project targets and outcomes are met. The position will assist in managing accountabilities to funding agencies, program partners and other stakeholders.

Operations

- Developing and maintaining project administrative systems, policies and procedures to support the efficient and effective delivery of program activity.
- Developing and monitoring processes for evaluating, reviewing and enhancing the program activities to ensure that they remain cost effective and centred on the needs of the beneficiaries.

Management

- Assist in the recruitment, training and performance monitoring of staff within country offices
- Ensuring the safety and maintenance of all properties and equipment utilised by the organisation in program provision by taking both preventative and reactive corrective action to ensure the quality of the program provision

- Acting to reduce the number of critical incidence by monitoring, evaluating, streamlining and / or re-designing the procedures/processes
- Monitoring Cufa project plans in line with the board approved budgets and providing bi-monthly reports to the CEO.

Representation and Relationships

This position is the primary contact for the AusAID relationship. The position is responsible for ensuring that all government legislation and the organisation's policies and procedures are implemented effectively. The position will be required to attend industry events both domestic and international often out of regular office hours.

Attributes

- Management, leadership and mentoring/coaching capability.
- Emotional intelligence with the capacity to guide direct reports to deliver on organisational goals and project objectives
- A keen focus with the ability to act empathetically with cross-cultural sensitivity and understanding.
- Strong ability to manage and prioritize workload and respond to the position's requirements flexibly and efficiently
- A personal commitment to the values and mission of the organization and the communities with whom we partner
- An understanding and commitment to the promotion of gender equality and diversity.

Challenges

Cufa works in post conflict settings with beneficiaries and communities suffering from food insecurity, poor health and sanitation, low levels of literacy, and unstable political environments which create a difficult and sometimes chaotic work environment. The position requires flexibility and adaptability.

Risk and occupational health and Safety

The incumbent must:

- Adhere to Cufa's WHS policies, procedures and practices
- Must report any risks or hazards immediately to assist to eliminate or mitigate the risk/s

Key Skills

- Administrative, organisational, budgetary, reporting and planning skills.
- Excellent communication, interpersonal, negotiation and motivational skills.
- A detailed understanding of the environment faced by the beneficiaries of Cufa's projects.
- Analytical interpretation and advanced problem-solving abilities.

Selection Criteria

Essential:

- Minimum of three to five years' experience in project management in the international development sector with experience leading small teams to deliver results and achieve targets.
- Proven experience in building and sustaining internal and external relationships as well as strong negotiation and influencing skills
- Ability to be innovative and creative with finite resources
- High standard of written and oral communication skills with an eye for detail.
- Experience with or knowledge of logframe and Theory of Change designs.
- Strong understanding of DFAT and ACFID compliance requirements and experience in managing projects funded by institutional donors.
- Strong written communication skills, including the ability to adapt writing and presentation style for a range of audiences and purposes including correspondence, proposals or submissions.
- Excellent organisational skills including the capacity to prioritize and manage and meet deadlines.

- Proven budgetary management skills with demonstrated experience in supervising and managing teams from multi-cultural backgrounds
- Highly developed interpersonal and presentation skills
- Tertiary qualification in International Development or a related field.

You need to be flexible about travel: which at times can be frequent and at short notice. To apply, please send your CV with a covering letter stating how your skills and experience match the above criteria to peter.mason@cufa.org.au Applications close midnight ESDT, **9 October 2020**. Applicants are encouraged to apply as soon as possible as suitable candidates will be interviewed as applications are received.

To be considered for an interview your application must address each of the above essential criteria.

Please ensure when responding to the essential criteria that you demonstrate the personal qualities and attributes outlined in within the text of this advertisement.

Please visit the Cufa website for organizational information www.cufa.org.au

Cufa takes the protection of children very seriously and as an organisation we expect all staff members to comply with our child protection policy.

The successful applicant will need to sign a child protected declaration and undergo referee checks.