

POSITION TITLE: International Projects Coordinator	CLASSIFICATION: AVI Band 3 Max term: June 2023	SECTION & UNIT: International Services	DATE: January 2021
LOCATION: Melbourne	REPORTS TO: Executive Manager, International Services	ROLES REPORTING TO THIS ONE: 1 x direct report (located in the Pacific)	

KEY OBJECTIVE:

Coordinate the delivery of AVI's existing international development programs / projects ensuring high quality capacity development outcomes are achieved within agreed contractual obligations, while also supporting the growth and development of new initiatives predominantly in Asia Pacific. Through exceptional networking and partnership development, build collaborative relationships and identify creative ideas and business development opportunities, with a particular focus on health systems strengthening, health / medical workforce development and health security.

SELECTION CRITERIA:

1. Relevant tertiary qualifications in International Development, community development, social sciences, health and or equivalent experience. Qualifications in health sciences and experience in health sector is advantageous.
2. Understanding of and three to five years experience operating in an International Development context with a focus on capacity development in the health sector being desirable.
3. Highly developed relationship building, negotiation, influencing and decision making skills.
4. Highly developed project management experience (three to five years minimum) including ability to deliver results within high pressure environments
5. Experience preparing and writing tenders, proposals and funding / grant applications for Government (State or Commonwealth) or philanthropic foundations.
6. People management experience with a history of remote management of staff an advantage

KEY ACCOUNTABILITIES	
Key Result Area	Major Activities
Project Management (design, implementation, delivery,	<ul style="list-style-type: none"> • Management and execution of multiple contracts and grants (Commonwealth and other donor funded) simultaneously in line with delegations of authority. • Coordination of capacity development projects using effective and contemporary project management methodology.

monitoring/evaluation & documentation)	<ul style="list-style-type: none"> • Develop implementation plans, annual workplans, budgets and other project management tools • Ensure that projects are delivered on-time, within budget and demonstrate value for money and consult with Executive Manager prior to issues arising. • Keep abreast of developments in 'human resources for health' both nationally and internationally, contributing to boarder dialogues and consolidated links in the sector. • Identify and connect with partner organisations to ensure a coordinated and successful approach to project delivery. • Provide a high level of responsive support to all stakeholders including program participants, partners and funding bodies. • Produce high caliber status updates and reports on project outcomes as determined by contractual obligations. • In consultation with the Risk and Security Coordinator and Executive Manager, ensure that program risks are effectively identified and managed. • Undertake continuous quality improvement activities for nominated projects through reflective and analytical processes. • Ensure volunteer / personnel management compliance in line with AVI's policies and procedures.
Partnership management	<ul style="list-style-type: none"> • Build, develop and maintain respectful and lasting relationships with current and new Partner organisations, Australian organisations and donors. • Identify new partnerships related to strategic priorities and project requirements and onboard new partners with relevant contracts, agreements and/or memorandums of understanding. • Keep up to date with applicable changes in the international development and health sector more specifically so as to navigate and negotiate projects effectively.
Contribute to AVI's International Services portfolio	<ul style="list-style-type: none"> • In line with AVI's strategic directions and in consultation with the Executive Manager actively support capacity development initiatives and advocacy in health and health services. • In collaboration with Executive Manager, lead and/or actively participate in the preparation of funding proposals, submissions and tenders. • Work collaboratively and cooperatively with key stakeholders to design international development projects aligned to AVI's values and strategic directions. • Work closely with DFAT and other donors on project design and implementation, ensuring efficient use of funds for optimal capacity development results. • Keep abreast of opportunities in health workforce training and

	<p>development / human resources for health and actively support the Executive Manager in the development of this portfolio.</p> <ul style="list-style-type: none"> • Respond directly to or coordinate an appropriate response to enquiries or requests regarding AVI Projects and/or new business development opportunities, especially those related to health sector. • Support other international development projects or team members as required or directed.
Staff Support and Supervision	<ul style="list-style-type: none"> • Proactively train and support direct reports and other project staff to achieve targets and ensure quality of activities. • Broker and manage effective communication between in-country staff, project partners and volunteers/mentors. • Provide regular supervision to direct reports ensuring the provision of support and guidance in the management of sensitive and challenging relationships such as volunteer / personnel management issues, escalating concerns as needed to Executive Manager or HR. • Provide advice, leadership, mentoring and operational support to direct reports and facilitate professional learning and development opportunities.
Representation	<ul style="list-style-type: none"> • At all times, represent AVI in Australia and overseas in accordance with AVI's values and in a professional and respectful manner. • Present at workshops and conferences as required
Additional Requirements	<ul style="list-style-type: none"> • In addition to the above, any and all other duties and responsibilities are to be performed as required and consistent with this role • Some out of hours work will be required • Dependent upon travel restrictions, may be required to travel up to 8 weeks a year, this includes domestic and international travel • An offer of employment to this role is subject to a satisfactory Working with Children's Check and Criminal Record Check – this may include a requirement to provide an appropriate international police clearance if you have lived in a country/countries outside of Australia for a period of more than 12 months in the last five (5) years. • Understanding of and commitment to Equal Opportunity / Inclusive Practice, Workplace Health & Safety, Privacy and Child Protection and Prevention of Sexual Exploitation and Abuse principles and practices