



International  
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of Journalists

**IFJ Asia-Pacific Project Manager**

**Employer: International Federation of Journalists - IFJ Asia-Pacific**

**Work type/s: Contract, Full Time**

**Commencement: Immediate**

**Duration: Minimum Four months**

**Classification: Project Management**

**Location: Sydney, Australia**

**Job posted on: 1 September 2021**

**Applications close: As soon as position is filled**

- Remote during current lockdown, IFJ office is located in Redfern, Sydney
- Full-time contract role, 4-month fixed term plus leave loading and 10.5% contribution to superannuation, with the potential for extension.
- Remuneration \$70k-\$85k commensurate with experience

**The organisation:**

The IFJ is the global voice of journalists. Established in 1926, the IFJ promotes international action to defend press freedom and social justice through strong, free and independent trade unions of journalists. Today it represents around 600,000 members in more than 140 countries in the world. The IFJ is headquartered in Brussels, Belgium, with regional offices in Africa, Latin America and the Asia-Pacific.

The IFJ Asia-Pacific Regional Office in Sydney manages and implements a range of media development projects focussed on press freedom, media rights, trade union development, worker rights and freedom of association and institutional strengthening work in conjunction with its 30 affiliates in the Asia-Pacific region. IFJ Asia-Pacific project work is supported by funders including the European Union, Union to Union, Norsk Journalistlag, UNESCO, National Endowment for Democracy (NED), the Magna Carta Fund and many others.

**About the role:**

We are looking for an experienced Project Manager to help coordinate the IFJ's project-based media and trade union capacity building work in the Asia-Pacific. This is a varied and interesting role for a self-driven person wanting to make an impact on media development and trade union rights for journalists in the region.

The project manager will be part of a small, dynamic and committed team of IFJ staff and will work directly with an extensive network of IFJ affiliates to develop and create programs for journalist unions and media workers based on stakeholder needs and requirements.

The project manager will be directly responsible for implementing a number of the IFJ's key projects in the region in China and East Asia as well as Malaysia and the Pacific as well as working to fulfil IFJ's global strategy to strengthen the voice of journalists. The ideal candidate will be a natural problem solver with a mind for innovative solutions, adaptability and creative thinking to tackle some of the challenges confronting media workers at this time.



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The role will ideally suit project managers with strong experience in NGO, press freedom, trade union and/or the human rights sector/s. The project manager will work under the director of IFJ Asia-Pacific and the leadership of the IFJ, based in Brussels.

Reporting to the regional director, the project manager will:

- Ensure projects meet intended objectives and are delivered on time and within budget.
- Coordinate with IFJ project staff and IFJ affiliates to ensure IFJ project objectives and deliverables are met and oversee regular communication, reporting and updating on progress and coordination and oversight of project partners, volunteers and subcontractors.
- Research media development needs, conduct risk assessments, monitoring and institutional evaluations of IFJ field projects and partners.
- Develop and carry out evaluation strategies in order to strengthen the program over time.
- Provide reports to the Regional Director as well as the IFJ Executive and Administrative Committees as well as project donors on progress and milestones.
- Work with the Regional Director to lift the profile and grow the IFJ's funding base, including developing existing and new relationships with funding agencies and donor organisations.
- Research and write detailed grant applications and liaise with relevant stakeholders.

Essential:

- Degree/qualification in a relevant field and a minimum of 5 years' hand-on experience in program and grant management coordination or/in a similar role.
- Proven experience in project management: ability to meet deadlines, demonstrated effective time management and adaptability to meet the demands of multiple work streams or large collaborative projects.
- Ability to work independently to solve problems and develop solutions, whilst also contributing as a team member to IFJ strategy regionally and globally.
- Demonstrated competence in development, planning and budgeting of projects, as well as partner/funder/contractor liaison, implementation, evaluation, financial/narrative reporting and management of financial audits.
- Strong competence in using Excel, ZOOM technology (webinars and online training), as well as other project management tools.
- Sound financial knowledge and experience, including financial reporting, payment of sub-contractors, managing budgets, matching running expenditure with accounting reports and reconciling project budgets and identifying variances.
- Experience in the research, writing and editing of grant proposals.
- Excellent interpersonal, written and spoken English skills.
- Ability to establish and maintain effective stakeholder relationships.

Due to the regional focus of this role you may be expected to travel regionally in the Asia-Pacific region (dependent on Covid-19 travel restrictions).

**We offer:**

A full-time contract position, with salary to be negotiated commensurate with experience (with possibility for extension)

Open and respectful organisational culture advocating for press freedom, labour rights and gender equality



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IFJ Asia-Pacific provides excellent leave entitlements and other benefits including five weeks' annual leave and 10.5 per cent superannuation.

**Desirable:**

- International relations experience, including a demonstrated portfolio in securing funding from donor agencies, ability to identify new funding opportunities and build relationships with a range of partner organisations.
- Career experience in a member-based or non-profit service organisation
- A track record in managing financial audits
- A demonstrated commitment to the principles of the IFJ, that is, to freedom of the press and to - trade unionism.
- Skills in campaigning and organising, preferably in human rights, trade union or journalist rights issues and proficiency on social media platforms.
- Training skills, or the willingness to develop training skills, will be an advantage.
- The ability to communicate in a language other than English will be an advantage, including one of the two other IFJ official languages (Spanish, French) and/or a language of the region (other than English).

**Applications** should address the selection criteria and include a brief resume, including a list of successful grant applications you have secured in previous employment including name of funder, amount secured and program focus.

Applications should be sent in writing via email with the subject heading "IFJ Project Manager application" to:

Asia-Pacific Regional Office  
International Federation of Journalists  
[jane.worthington@ifj-asia.org](mailto:jane.worthington@ifj-asia.org)

Please Note: Only shortlisted candidates will be contacted.