
SURFAID

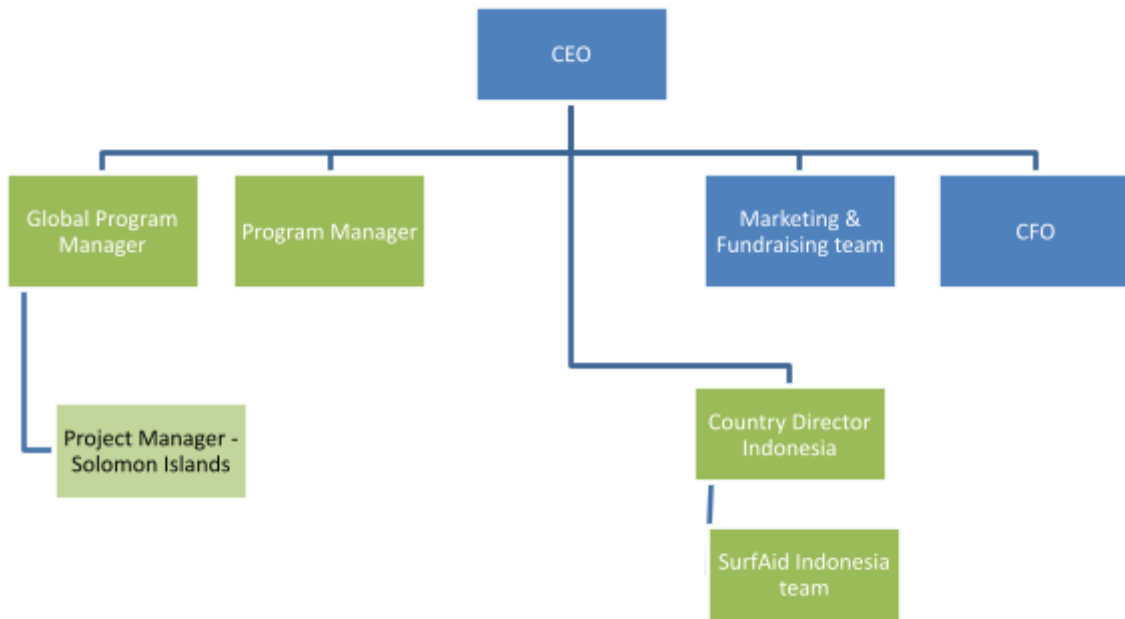
Position Description

Position Title	Project Manager – Solomon Islands
Location	HQ - Sydney
Contract	12 months PT - 24 hours per week at the start, growing into 40 hours once project is established
Date	6 October 2021
Completed by	Global Program Manager
Approved by	CEO

PART A

Reports to (title)	Global Program Manager
Team name	Program team
Team objectives	<ol style="list-style-type: none"> 1. Projects and programs deliver positive results for the target groups, in line with contractual obligations, SurfAid’s values and FRESH principles, and accreditation standards 2. Support and develop a culture of respect, empathy and equality that rejects and fights any form of abuse, exploitation and misconduct to safeguard our communities, staff and organisation
Purpose of the position	<p>The Project Manager is responsible for the effective leadership, operational management, implementation of current projects, new project development and partnership development of the assigned-Solomon Islands projects.</p> <p>The Project Manager will be accountable for achieving the objectives of projects in Solomon Islands, as stipulated in the project contracts and in line with SurfAid’s standards, values and guidelines.</p> <p>The Project Manager is a key member of SurfAid’s program management team and will work closely together with the Global Program Manager and the Project coordinator at our partner SIPPA, to contribute to the overall strategic direction, safeguarding, development, implementation and reporting of SurfAid’s projects in Solomon Islands.</p> <p>Once travel to Solomon Islands is permitted again, we expect the Project Manager to help establish SurfAid Solomon Islands.</p> <p>This position has the potential to grow into a program manager or country representative position, depending on the expansion of SurfAid’s projects and programs in Solomon Islands</p>
Safeguarding	SurfAid is committed to safeguarding and promoting a safe environment for all, including a ‘do-no-harm’ approach. We expect all staff to share this commitment.

1. Reporting Relationships



2. Working Relationships

Key contacts:	Nature or purpose of contact:
<ul style="list-style-type: none"> ▪ Global Program Manager ▪ Program Manager ▪ CFO ▪ Project Coordinator @ SIPPA ▪ Other Partners ▪ Solomon Islands Government ▪ Head office Marketing team 	<ul style="list-style-type: none"> ▪ Reporting, program coordination, program development ▪ Coordination DFAT compliance ▪ Financial reporting ▪ Collaboration, planning, implementation, supporting ▪ Program planning, implementation and collaboration ▪ MoU requirements, regular reporting, and updating. ▪ Field and media visits, reporting, supply of media content

3. Key Accountabilities

Importance % of total role	Key areas of focus / accountabilities	Tasks (How it is achieved)	How it will be measured (KPI)
1 40%	Project Implementation & Development	<ul style="list-style-type: none"> ▪ Coordinate and monitor strategies and material resources relevant to achieve the assigned project outcome. Through planning and oversight ensure efficient use of project resources. ▪ You will work or be in contact with vulnerable people. Implementing safeguards and ensuring compliance with accreditation requirements is an extremely important part of this role. ▪ Ensure the SurfAid GEDSI strategy is implemented and included in all activities ▪ Work collaboratively to effectively compile information on Project activities, including the submission of reports for internal and external stakeholders (i.e. government agencies, donor organizations) ▪ Work collaboratively with the Global Program Manager / Program Team in proposal writing or program development ideas, as required 	<ul style="list-style-type: none"> ▪ The project delivers quality interventions, on time, on budget. Changes are immediately reported and realistic mitigation suggested ▪ GEDSI is implemented in all activities ▪ Safeguard reporting mechanisms are implemented with partners and communities ▪ Monthly, Quarterly reports and annual program reports accurately reflect the situation in the field, include analysis and are submitted on time, all the time ▪ Proposal have relevant and accurate data
2 30%	Partner development and capacity development	<ul style="list-style-type: none"> ▪ Identify potential partners fitting for current and future projects and programs, utilizing best practise partnership tools ▪ Facilitate organisational strengthening and organisational self assessment sessions, to identify strengths and capacity gaps or areas in need of improvement for CSO/CBO to better implement behavior change strategies and activities ▪ Provide capacity strengthening to partners through training, workshops, facilitated group interactions on behavior change and behavior change strategies, remotely and on-site. ▪ Help local CBO and DPO partners how to best apply standards, best practices, partnership principles, tools, and M&E, helping to ensure high-quality implementation. 	<ul style="list-style-type: none"> ▪ A diverse and efficient partners portfolio ▪ Sustainable evidence-based organizational capacity strengthening tools, methods are used ▪ Partners are able to deliver better behavior change activities ▪ Partners are using standards, best practices, partnership principles, tools, and M&E
3 20%	Accreditation / Certification / Compliance representation process/ any other task required	<ul style="list-style-type: none"> ▪ Support Global Program Manager in liaison with government/donor agency to ensure compliance with National and program regulations ▪ Work with Senior Management Team on safeguarding and compliance of program accreditation ▪ Liaise and network with Ministry of Health and Medical Services, other government partners and stakeholders, as required ▪ Establish SurfAid in Solomon islands 	<ul style="list-style-type: none"> ▪ Solomon Islands Government partners have up to date information on current and future projects ▪ Standard, accreditation and compliance process are implemented as regulated ▪ Contact details are maintained, regular meetings attended and reported
4 10%	Any other tasks as assigned	<ul style="list-style-type: none"> ▪ SurfAid is a small and nimble organisation. This means that staff will occasionally be asked to perform tasks and duties that do not strictly sit within a job description. 	

PART B

1. Necessary attributes

▪ "CAN DO"-attitude
▪ Strong project and people management skills
▪ Highly developed communication skills both written and verbal in Pidgin and English, in order to establish effective relationship with a wide variety of internal and external audiences, including at a geographical distance
▪ Experience in implementing behavior change activities and strategies
▪ Good understanding of GEDSI issues

2. Critical qualification/skills/experience

Qualifications (e.g. tertiary, professional)	Master degree or bachelor with 5 years field experience in Solomon Islands
Technical Skills (e.g. computing, negotiating leadership, project management)	<ul style="list-style-type: none"> ▪ Strack record in health promotion and / or behavior change implementation ▪ Excellent training and facilitation skills ▪ Project/program management principle and methodologies, including project/program budgeting and finances ▪ Good leadership and people management skills ▪ Critical thinking/analytical skills – FIT FOR PURPOSE ▪ Reporting frameworks, monitoring evaluation and learning systems
Experience (Technical and behavioural)	<ul style="list-style-type: none"> ▪ Previous project management experience (3-10 years experience) - at least 5 in Solomon Islands or other Pacific Islands <ul style="list-style-type: none"> ▪ On one of the following topics: public health, health promotion, behavior change, sexual reproductive health rights, community health, mother and child health ▪ Working with partners in Solomon Islands (>3 years) ▪ Experience working with national and local government in Solomon Islands
Essential	<ul style="list-style-type: none"> ▪ At least 10 years of working experience in Solomon Islands (or combined with other Pacific Islands) ▪ Pidgin and English, both verbal and written ▪ Able to thrive in an unstructured environment ▪ Creative solution oriented ▪ Eligible to work in Australia ▪ Working with Children certificate
Desirable	<ul style="list-style-type: none"> ▪ Creative and able to use / direct creative media

3. Critical competencies

Competencies	Definition
Achievement Orientated	Sets high, stretch goals and is tenacious in staying with a plan of action until the objective is achieved or no longer reasonably attainable. Sets clear priorities and focuses on end results. Effectively represents the organisation.
Developing Others	Demonstrates a willingness to invest reasonable effort in developing their team's and partner's ability to achieve results and coaches, supports and encourages others to learn. Coaches and develops on an ongoing basis through sharing responsibility, constructive feedback and recognition of successes.
Planning & Organising	Demonstrates the ability to develop short and long term plans that are appropriately comprehensive, realistic and effective in meeting organisational goals.
Communication	Demonstrates the ability to create a positive impression, present an air of confidence and competence, communicates ideas and information with credibility and persuasiveness. Is able to communicate effectively with all aspects of the organisation and stakeholders. Is able to convey vision and thoughts effectively and effectively facilitate and solicit the ideas of others.
Commitment	Demonstrates high energy and prioritisation to SAI's goals and objectives and focuses energies emotionally and intellectually on the work of the organisation.

4. Safeguarding

We are committed to preventing all unwanted behaviour at work. This includes sexual harassment, exploitation and abuse, and child abuse. We expect everyone who works for us to share this commitment by understanding and working within the SurfAid Safeguarding Policies. SurfAid has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. SurfAid reserves the right to seek information from job applicants' current and/or previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer.

By submitting your application, the job applicant confirms that s/he has no objection to SurfAid requesting the information specified above.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. We will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.