

AUSTRALIAN HIMALAYAN FOUNDATION

JOB DESCRIPTION

Position title: Program Manager

Reports to: Head of Programs

Organisational background:

AHF was established in 2002 with its mission to improve the quality of life of the people most in need in the remote areas of the Himalaya. Working with local partner NGOs and communities is integral to AHF's development approach which aims to:

- Improve access to education and develop quality and inclusive education programs.
- Ensure healthy lives and promote children's well-being.
- Support Climate Change adaptation, improve environmental and wildlife conservation.
- Preserve and promote Himalayan cultural traditions.
- Safeguard vulnerable groups and promote inclusion and gender equality.
- Deepen partnerships and strengthen capacity of our development partners.

AHF was born from a foundational commitment to 'giving back' to the communities that have so generously welcomed Australian and international climbers and tourists to the Himalayan region. We do this in two ways – raising funds to support development initiatives, and lending expertise in the form of support and capacity strengthening of our local partners.

Main purpose of the role:

The Program Manager (PM) works closely with the Head of Programs (HP) to coordinate and manage AHF's international projects, programs and partnerships, ensuring effective planning, management, implementation, monitoring and evaluation of AHF's IP portfolio.

Reporting to the HP, the role supports the HP to ensure AHF's in-country programs and projects are high-quality and comply with AHF policies and processes, as well as sector-wide compliance standards, including DFAT's ANCP accreditation requirements, ACFID Code, ACNC and other relevant legal regulations.

The PM will ensure AHF's Programs integrate child safeguarding, prevention of sexual abuse, exploitation and harassment (PSEAH), gender, disability inclusion and environmental considerations into all stages of program management and partnership principles. The PM will also ensure systems, policies and processes that manage and mitigate risks, including fraud, corruption and terrorism are maintained. As a small and high achieving team, the role requires someone who can adeptly multitask, is not afraid to roll their sleeves up across multiple priorities, and is flexible.

KEY ROLES AND RESPONSIBILITIES

I. Strategic management

- Support the HP in developing, managing, implementing and evaluating AHF's programs strategy.
- Maintain and build relations with external stakeholders including: DFAT, overseas government departments where AHF operates, ACFID, UN Agencies and other relevant NGOs, CBOs and IOs in Australia and overseas.
- Participate in the Programs Advisory Committee, ACFID and DFAT sessions as relevant.

II. Governance

- Adhere to AHF Policies and Codes of Conduct
- Ensure projects and partnerships meet DFAT base accreditation and help HP develop AHF processes to meet DFAT full accreditation requirements
- Assist the HP in drafting the IP section of the CEO's Report to the Board
- Maintain standards in accordance with the ACFID Code of Conduct and other best practice guidelines
- Contribute to the development and review of the Strategic plan and priorities, relevant business and risk management plans and policies
- Assist HP in developing procedures and templates for the IP

III. Program and Partnerships Management

For each program and partner managed by this role, the PM will:

- Ensure the effective planning, management, implementation, monitoring and evaluation.
- Ensure all projects and programs are implemented in line with AHF policies and ensure in-country partners are compliant.
- Support in-country partners and AHF representative/s to manage programs effectively, develop and implement capacity strengthening plans and efficient communications mechanisms.
- Ensure implementation of a high-performance monitoring and evaluation framework of all projects and programs.
- Identify and manage risks, particularly child safeguarding and PSEAH risks
- Ensure regular receipt of progress and completion reports (progress and financial) for each project.
- Maintain robust filing systems for all program management.
- Ensure regular evaluations and assessments are conducted.
- Coordinate and oversee the work of all AHF contractors, consultants and volunteers

associated with the program/s.

- Ensure all personnel adhere to AHF policies and codes of conduct.

IV. Budget and Financial

- Assist the HP with the preparation and management of the annual IP budget.
- Work with the HP and Finance Officer to ensure that project budgets and overseas financial records are maintained in accordance with accreditation and legal requirements. In particular, ensure that procedures are in place to mitigate risks of fraud, theft, loss or income caused by inadequate procedures.
- Help establish sound reporting mechanisms and processes for the delivery and accountability of programs against budget.
- Support the Head of Fundraising and Communications with preparation of project proposals and reports to relevant donors.

V. Policies and procedures

- Support the HP in:
 - Ensuring all AHF policies and procedures are adhered to.
 - Developing, enhancing and implementing policies and procedures.

SKILLS AND EXPERIENCE REQUIRED

Essential Skills:

- Bachelor's degree and minimum 5 years experience working in international development, preferably in the education, health and/or environment sectors
- Budget planning, monitoring and analysis
- Experience, knowledge and training in monitoring and evaluation (M&E) and risk management of development projects
- Experience in capacity strengthening of NGO organisations and stakeholders in developing countries
- Ability to establish strong relationships with stakeholders in developing countries based on mutual respect and trust
- Ability to bring together teams, set up efficient communication flows and reporting, identify and bridge gaps, and lead problem solving
- Strong writing and documentation skills
- Proficiency with Word, Excel and Powerpoint

Desirable:

- Experience managing ANCP funded programs
- Experience with DFAT Accreditation process and ACFID Code of Conduct
- Experience with child safeguarding, PSEAH, gender, disability and social inclusion policies and procedures
- Proficiency in Nepali
- Proficiency in Google drive

This is a part-time position, 3 or 4 days per week (negotiable), reporting to the Head of Programs. The hours of work can be flexible and the role can be done from home or office but some meetings will need to be attended in Sydney, Australia. The position will involve travel to the field when possible. Salary will be commensurate with experience.

AHF is committed to child safeguarding and the prevention of sexual abuse and exploitation. Any offer of employment will require a Working With Children Check and endorsement of AHF's Code of Conduct and Child Safeguarding Code of Conduct. AHF is an equal opportunity employer. You must have the right to live and work in Australia to apply for this role.

We are proud to be an equal opportunity employer. We are committed to hiring the best candidate for the job regardless of race, color, ancestry, religion, gender, national origin, sexual orientation, age, marital status or disability.

Please email a copy of your CV along with a cover letter **addressing the above criteria** to Kerry Plummer at info@ahf.org.au by Thursday, 27 January 2022.