

Programs Officer | North Sydney | Full-Time | 18-month fixed-term contract

- Full-Time fixed term (18 months) position with a view to extension or permanency.
- Join a highly experienced and expert programs team based in North Sydney.
- Get a foot in the door and become a part of one of the world's largest international development networks.

This is an exciting opportunity to launch your career in development with the international mission agency of the Catholic Church in Australia. In this hands-on role, you will be working with Catholic Mission's Programs team to develop and administer a broad range of meaningful projects which support children, communities and church leaders both in Australia and across Africa, Asia and the Pacific.

Reporting to our overseas-based Programs Manager, this role is vital for monitoring our partners/projects in the African continent (50%) and providing administrative support to the Programs Department (50%). It includes, but is not limited to:

- Monitoring our partners and projects in the African continent includes:
 - managing strategic long-term partnerships;
 - designing, managing, and monitoring results-based programs;
 - developing internal program management systems;
 - monitoring African projects by visiting projects (up to 3 months each year, each trip approximately two weeks in duration).
- Administrative support to the Programs Department will be provided primarily in:
 - Managing correspondence with overseas partners;
 - Updating and monitoring the Enterprise Resource Planning (ERP) – Projects Module;
 - Providing financial assistance to the Programs Department and partners;
 - Supporting internal and external stakeholders.

To excel in this role, you are a team player who is well organized, with an ability to multi-task, work independently and work effectively and efficiently under time pressure with a high degree of accuracy. You will have good problem solving skills, basic finance administration skills, have cross-cultural and gender sensitivity and proven ability to relate to partners with mixed levels of competency in English and cross-cultural awareness. You will adapt to dynamic circumstances quickly and respond with energy. Your written and verbal English communication skills will be excellent and your work products will be of high quality. You will be degree-qualified, ideally with two or more years of international development experience. Finally, you must be eligible to work in Australia.

Catholic Mission supports its employees with a number of benefits such as time-in-lieu and flexible working arrangements, a salary package commensurate with your experience, which includes the ability to arrange salary sacrifice depending on your circumstances. There is an Employee Assistance Program, above-award holiday breaks and an annual performance review program. You can look forward to becoming part of a growing and dynamic team.

For a position description and short video on what it is like to work at Catholic Mission, please refer to: <https://www.catholicmission.org.au/jobs-at-catholic-mission>.

Please note:

- *The successful applicant is subject to a National Criminal History Check and a Working with Children Check.*
- *Only those selected for an interview will be contacted, usually within two weeks of the closing date.*

Applications close on Sunday, 24 Mar 2019

Catholic Mission comprises the four Pontifical Mission Societies. Locally and globally, we answer the call to love God and to love our neighbour, and we work to establish the Reign of God through building communities of missionary disciples who share their faith by proclaiming the Word, supporting Church communities and people in need, acting for justice and creation, and, through the Society of the Holy Childhood, adopting child-focused, community-based development programs.