

Position Description for PROGRAMS ADMINISTRATOR			
Position Title (Generic):	Officer		
Position Title (Specific):	Programs Officer		
Reporting to:	Programs Manager		
Direct Reports:	None		
Position Location:	(PR) Programs National Office If Other, please identify: Click here to enter text.		
Full Time Equivalent (FTE):	Full-time=1.0FTE	Date:	4/03/2019
Financial Authority:	<input checked="" type="checkbox"/> Authority level to <i>not applicable</i> <input checked="" type="checkbox"/> Credit card to monthly cap of <i>not applicable</i>		
About Catholic Mission	<p>Catholic Mission (CM) is the international mission agency of the Catholic Church in Australia. It comprises the four Pontifical Mission Societies. Locally and globally, we answer the call to love God and to love our neighbour, and 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 through community-based development programs.</p> <p>Our guiding principles and values are: Be prophetic; Be theologically grounded; Be missionary; Be collaborative; Be respectful; Be affirming; Be accountable; Celebrate!</p>		
Purpose of Role	<p>This Programs Officer position exists within the Programs Department as a full-time role and will report to the Programs Manager (PM). It is a 12-month contract position with a possibility of extension or a change of status to one of permanency.</p> <p>This role is vital for monitoring our partners/projects in the African continent (50%) and providing administrative support to the Programs Department (50%).</p> <p>The primary focus of the job is to:</p> <p>A. Monitoring our partners and projects in the African continent includes:</p> <ul style="list-style-type: none"> • 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). <p>B. Administrative support to the Programs Department will be provided primarily in:</p> <ul style="list-style-type: none"> • 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. 		

Primary Duties & Key Performance Indicators (KPIs)	
Key Responsibility Areas – Expected End Results	Key Performance Indicators (KPIs) – Measures of Success
1. Managing DGR and non-DGR Programs in 4-6 countries.	<ul style="list-style-type: none"> Stakeholder analysis, sectoral analysis, and country/regional need analysis is conducted in consultation with PM. Sustainable, child-focused community need analysis is conducted in a participatory manner.
2. Managing each program accurately and effectively to maintain excellent audit rating and comply with the recognised best practice.	<ul style="list-style-type: none"> Quarterly program, country, organisational, and POSI, SPA, POPF and DGR program risk assessment are conducted in consultation with PM and PFIS. DGR programs are designed, in consultation with PM, in line with sustainable, community-based approach and country need analysis. Timely financial and operational reporting to partners and requisite authorisation is completed.
3. Monitoring changes to project budget, schedule or activities and ensure they are recorded in a timely manner	<ul style="list-style-type: none"> Project budget is developed by incorporating international program support and accountability and administration costs. Proposals cover the international program support, accountability and administration costs. Funding applications and program budget are developed effectively and efficiently. Acquittal reports are monitored and managed effectively and delivered on time.
4. Monitoring the progress of the project and evaluating impacts of each project.	<ul style="list-style-type: none"> Project objectives and impacts on the program partner and community beneficiaries are measured in consultation with PM in line with the sustainability and community development framework, as well as partnership and project agreements. Findings are documented in consultation with PM. High quality impact reports are developed in consultation with PM.
5. Managing the continued development of the ERP-Projects Module.	<ul style="list-style-type: none"> To ensure that the Programs Department is kept up-to-date on the continued development of the ERP-Projects Module. Ensuring that the Operations Manual for the ERP Projects Module are developed and regularly updated. Monitoring and managing the ERP Projects Module within the Programs Department ensuring all data is current. Tracking project documentation, identifying gaps and following up with appropriate team members.
6. Providing financial assistance to the Programs Department and Managed Fund Partners (MFPs).	<ul style="list-style-type: none"> Assisting the Programs Department members in developing budgets, as well as having oversight of the overall projects fund budget. Ensuring accuracy of currency conversions and ensuring applicable foreign exchange rates are applied to projects' budgets. Preparing fund transfer documentation. Ensuring each project payment request has proper documentation completed. Monitoring fund transfers and ensuring transfer confirmation is received from the finance department. Monitoring collections of acknowledgment of receipt of funds forms (ARFs) for all projects are monitored. Providing financial updates to MFP monthly/quarterly.

7. Supporting internal stakeholders' efforts in identifying fundraising progress, project budgets and acquittals.	<ul style="list-style-type: none"> • Contacting and liaising with internal stakeholders and providing information to them on project budgets and resources allocation. • Distributing project information to Catholic Mission (CM) staff members and donors as and when requested. • Responding to all inquiries. • Reviewing all project acquittals upon receipt from partners.
8. Managing positive relationships with internal and external stakeholders.	<ul style="list-style-type: none"> • Positive relationships with the Programs Department members and other teams within CM. • Positive, respectful and reciprocal relationships with program partners, which enhance two-way learning to the mutual benefit of all parties. • Representing CM with potential donors and parishes.
9. Developing and maintaining up-to-date personal knowledge and expertise.	<ul style="list-style-type: none"> • Keeping abreast of current quality and accountability standards in the international development or humanitarian sector. • Identifying, assessing, and meeting personal learning and development needs.
10. Comply with CM work, health and safety measures and standards.	<ul style="list-style-type: none"> • Safe work practices are observed in accordance with training and instruction given. • Risks/hazards are identified and reported where appropriate, in order to eliminate or prevent the risk recurring. • Consultative processes provided by CM are engaged.
11. Comply with CM safeguarding children and the vulnerable measures, ensuring the protection of children and the vulnerable from harm, abuse and exploitation.	<ul style="list-style-type: none"> • Commitment to the safety and wellbeing of all children and the vulnerable is shown. • Upholding of the rights of children as stated in the United Nations Convention on the Rights of the Child, to which Australia is a signatory. • Ensuring that the programmes offered to and the environment in which the programmes are delivered to children are safe.

Challenges of the Position

- Continued development of the ERP system into the organisation.
- The structure of the Programs Department is changing to adequately manage programs totalling \$11 million annually whilst meeting stakeholders' needs as well as partners' capacity building needs.
- Working collaboratively as part of a small team.

Person Specification

Essential	<p>Knowledge</p> <ul style="list-style-type: none"> • Understanding and appreciation of the role of the Catholic Church in mission and poverty alleviation. • An understanding of the structure of the Global Catholic Church. • Solid knowledge of MS-Office programs (specifically; excel and Outlook). • Tertiary qualified in international development 	Desirable	<p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of ERP systems (Unit4). • Familiarity with the Australian Council for International Development (ACFID) Code of Conduct, results-based program management approaches, tools and phases of the program life cycle.
Essential	<p>Experience</p> <ul style="list-style-type: none"> • Ideally 2 years of experience in accounting, audit, and program/fund management in Australia and/or developing countries. • A proven track record of forging successful partnerships with a wide range of internal and external stakeholders. 	Desirable	<p>Experience</p> <ul style="list-style-type: none"> • Experience in managing programs in Africa. • Experience in the Not-for-Profit sector (2-4 years). • Experience in working with various accounting software including MYOB and iMIS.

Essential	Skills <ul style="list-style-type: none"> Fluency in spoken and written English. Results-based project documentation skills. Basic project finance administration skills. Problem solving capability using the strengths-based approach. Cross-cultural and gender sensitivity and proven ability to relate to partners with mixed levels of competency in English and cross-cultural awareness. A team player able to collaborate with others. Ability to work effectively under time pressure with high degree of accuracy and ability to produce quality work. 	Desirable	Skills <ul style="list-style-type: none"> Written and spoken second language (for example, French, Italian or Spanish). Mentoring skills: ability to share technical information with team members in a manner that inspires them to adopt and adapt learning to their particular work-based priorities.
Other	<input checked="" type="checkbox"/> A Criminal History Check is required for this position. <input checked="" type="checkbox"/> A Working with Children Check is required for this position. <input checked="" type="checkbox"/> This position requires occasional travel nationally and internationally. <input checked="" type="checkbox"/> Commitment to CM's agency requirements, including attendance at staff and management meetings; completion of all finance and operational reporting requirements as per CM's policies and/or line managers directive, adherence to program, HR and finance policies and procedures. <input checked="" type="checkbox"/> Capacity to work outside standard business hours. <input checked="" type="checkbox"/> All applicants must be eligible to work within Australia for the duration of the entire contract		
Key Stakeholders/Relationships			
Internal	<ul style="list-style-type: none"> Programs Department members. Executive Management Team (National Director, Deputy National Director, Programs Manager, Mission Formation Managers, Fundraising Manager, Human Resources Director and Office Manager). Diocesan Directors. Catholic Mission (CM) Staff. 		
External	<ul style="list-style-type: none"> National Offices of donor countries. National Offices of partner countries. Home Mission Fund dioceses. Catholic Agencies. NGOs & INGOs. Government Agencies 		
PREPARED BY		REVIEWED BY: 1st Level	
Manager Name (eg. Executive Director)	Lawrence Gigliotti	Director Name	Sharon Messina
Position Title	Programs Manager	Position Title	HR Director
Date	5/03/2019	Date	6/03/2019
AUTHORISATION (1st)		AUTHORISATION: Final	
Manager Name (eg. Executive Director)	Peter Gates	National Director Name	Brian Lucas
Position Title	Deputy National Director	Position Title	National Director
Date	6/03/2019	Date	6/03/2019