POSITION DESCRIPTION

POSITION TITLE: Program Officer
REPORTING TO: Co-Manager, Programs
CLASSIFICATION: Category 5
EMPLOYMENT TYPE: Part-Time (4 days per week), 12-month fixed term appointment
EMPLOYER: Nossal Institute Limited
NUMBER OF REPORTS: Nil

1. Position Summary

The Program Officer will work as part of the Programs team undertaking project development and management activities and generalised program support tasks across the Nossal Institute’s portfolio of research and development assistance activities.

The position will work closely with the Co-Manager, Programs and the other team members, as well as technical staff across the organisation.

2. Position Purpose

The core purpose of the role is to:

- Provide program management for allocated development assistance, education and research projects
- Coordinate bid and tender processes and support identification and securing of new program development activities
- Facilitate relationship building with partner organisations
- Contribute to continuous improvement of program development and management systems and processes at the Nossal Institute

3. Key Responsibilities

- Provide program management for allocated development assistance, education and research projects in line with Nossal Institute procedures and policies
- Establish and maintain relationships with program stakeholders
- Support the management of Expressions of Interests/Proposals/Tenders submissions including: coordination of bid teams; liaison with bid partners; managing overall bid compilation; writing and editing; ensuring bid compliance within areas of allocated responsibility
- Support the development of strategic partnerships for development assistance, education and research activities within allocated areas of responsibility
- Coordinate management of contracts and agreements to ensure adherence to contractual responsibilities and prepare Terms of Reference and Basis of Payments for Consultancy Agreements
- Manage the performance of consultants through monitoring quality and timeliness of outputs
• Undertake work planning in consultation with team members, partners and stakeholders
• Coordinate writing and reviewing financial and narrative reports
• Manage project finances, including budget management, overseeing funds transfers and preparing invoices
• Manage program issues and risks and find solutions in consultation with Co-Manager, Programs
• Support monitoring and evaluation within projects and ensure that program lessons are captured and shared to enhance program quality
• Contribute to continuous improvement of program development and management processes across Nossal institute activities
• Share knowledge and information to enhance program quality
• Identify opportunities for capacity building in program management
• Compile and maintain capacity statements and marketing materials

4. Key Performance Goals

Refer to BSU Business Plan and individual PDR for annual performance goals.

5. Selection Criteria

Essential:
• Experience in project management, including reviewing technical reports, and maintaining stakeholder relationships
• Experience in coordinating and managing Expressions of Interests/Proposals/Tenders submissions
• Experience and competence in relevant NGO and donor contractual management and compliance issues
• Proven experience of budgeting and financial reporting
• Sound judgement and decision-making skills
• High degree of administrative and organisational skills, including goal setting, planning and time management
• Ability to work in a multilingual and culturally diverse environment
• High level of computer literacy and competence (MS Word and Excel)
• Ability to work somewhat autonomously with a degree of initiative and self-management

Desirable:
• Experience in management of overseas development projects funded by international donors, including understanding of international development principles and donor contractual and reporting requirements
• Experience in travelling, living or working in a developing country
• Experience working in the university and/or not for profit environment
• Tertiary qualifications in public health, social science or a relevant area
• Demonstrated understanding of and commitment to the principles of global health and development