



T. 1800 025 101
F. 02 9262 4514
E. info@actforpeace.org.au
Locked Bag Q199
QUEEN VICTORIA BUILDING
NSW 1230, Australia
ABN 64 493 941 795
www.actforpeace.org.au

Country Program Coordinator - Vanuatu Information pack

- **Leading humanitarian aid and development agency - the international aid agency of the National Council of Churches in Australia**
- **Opportunity to create transformational change**
- **Work with an experienced team**
- **Full-time contract position**
- **Location: Port Vila Vanuatu**

Thank you for your interest in this position.

To apply, please visit: <https://www.actforpeace.org.au/careers> and include:

- a 2-4 page covering letter addressing the Selection Criteria individually;
- and
- your resume

Applications open: 4th October 2017

Applications close: 24th October 2017

Interviews: Week commencing 30 October

Please contact Lisa Wilkinson on **+612-8259-0831** or at LWilkinson@actforpeace.org.au, if you have any queries.

Unfortunately due to the number of applications we usually receive we are only able to respond to those selected for interview.

About Act for Peace

Act for Peace is the international aid agency of the National Council of Churches in Australia ('NCCA'), a council of 19 member churches. Our vision is for a peaceful world where all people share a safe, just and dignified life. Our purpose is to empower passionate people to work together to achieve safety, justice and dignity in communities threatened by conflict, displacement and disaster.

We work with local partners to support a range of humanitarian and development initiatives including program implementation, organizational development and advocacy assisting partners with their work supporting communities in or from Syria, Palestine, Zimbabwe, Ethiopia, South Sudan, Sri Lanka, Myanmar, the Philippines, Afghanistan, Pakistan, Indonesia, Tonga and Vanuatu.

For more information about Act for Peace, including our principles and policies, please see our website, www.actforpeace.org.au

Act for Peace is also a member of the global ACT Alliance which provides development and humanitarian assistance in more than 140 countries - enabling us to respond immediately to emergency situations and to advocate with global resources. For more information about the ACT Alliance, please see www.actalliance.org

About the position

Act for Peace's work in Vanuatu

Church-based organisations are an important aspect of society in Pacific Island Countries, where they have significant reach and ability to provide leadership to remote communities, often not reached by government and other agencies. Act for Peace has been working in partnership with the Vanuatu Christian Council (VCC) on community-based disaster risk reduction, protection, climate change adaptation, food security and church partnership coordination programs since 2008.

Our current work with the VCC builds on this programming and the learnings following the TC Pam response and aims to improve resilience of communities in Vanuatu by building the capacity of church based organisations to support community-based development programs.

Act for Peace and VCC strengthen community-led protection preparedness efforts utilising practical approaches that do not rely on the continuous presence and support of outside actors. Recognizing that people are the main actors in their own protection and are well placed to work together to address the protection risks they face on a daily basis, contextually relevant community protection resources have been developed. These resources strengthen community based disaster risk management and the capacity of local actors to support community based protection to reduce the risk of violence coercion, deprivation and abuse during and after disasters.

Training and activities align with most recent government requirements as a result of newly adapted formats and templates for disaster assessment and preparedness. It also involves ongoing liaison with the Provincial, Ward and Area disaster officials to ensure they are kept informed of the project outputs and outcomes. Ongoing liaison with the NDMO ensures that training of communities is in line with newly developed government standards. Learnings, reporting and resources are communicated with the NDMO. Church emergency procedures and contacts are collected as part of emergency preparedness activities and shared with the NDMO and the church networks to strengthen emergency response mechanisms.

Ultimately the work of Act for Peace and VCC in Vanuatu has the following outcomes:

- Increased understanding and use of disaster risk reduction planning and tools at community level
- Enhanced ability for communities, especially remote communities with limited access to services, to effectively respond after crises
- Strengthened capacity of Church organisations to support community development and disaster management (risk reduction, preparedness, response)
- Integration of gender, protection and food security into CBDRM

Position Summary

The focus of the role is to oversee the coordination of Act for Peace partnership and grant management administration in Vanuatu.

The Country Program Coordinator will manage partner relationships in-country through a well-defined partnership model that emphasises mutual learning and respect, strengthening organisational and program management capacity and relationship building.

The position will work closely to support successful development and implementation of projects through work-planning, monitoring and reporting in accordance with agreed milestones and grant agreements.

This includes one current partner (Vanuatu Christian Council) and the following current programs:

- Vanuatu Church Partnership Program (VCP)
- Community-based Disaster Risk Management (CbDRM)
- Church Agency Network Disaster Operations (CAN DO)
- Proteksen blong Pikinini (Community-based Child Protection)

As Act for Peace country program focal point in Vanuatu the position will:

- Provide program oversight, mentoring and management support to Act for Peace funded programs in Vanuatu;
 - Work directly with the Vanuatu Christian Council (VCC) staff to support day to day project cycle management including work planning, monitoring and reporting;
 - Ensure Act for Peace program accountability processes and procedures are implemented;
 - Represent Act for Peace in Vanuatu for donor liaison and in relevant national forums and networks.
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Key Responsibilities

<p>Community-based Programming</p> <p>KRA 1: Strategy & Operations :</p>	<ul style="list-style-type: none"> • Provide program oversight and management support to partners implementing Act for Peace funded programs run in Vanuatu. • Provide day to day capacity building to the Vanuatu Christian Council (VCC) through focused mentoring, advice and coordination to project teams to achieve the outcomes and objectives of projects funded by Act for Peace including ANCP, CAN DO and VCPP • With the Act for Peace Policy & Programs team identify new sources of funding and assist to prepare high quality funding proposals in line with Act for Peace’s strategic plan, partner priorities and sector standards. • Provide partner or project focused support to strengthen technical capacity of partners to develop and manage projects in accordance with AfP Partnership and donor funding Grant Agreements; • For delegated initiatives within CAN DO activities and projects agreed with partners provide dedicated management capacity as required to ensure project outcomes are achieved including: • Coordinate process for Act for Peace operational authority in Vanuatu through registration as a charitable organisation or relevant entity in accordance with local laws. • Identify and facilitate opportunities for research to inform country analysis, risk assessment and the development of funding proposals • Strengthen advocacy, education and awareness raising efforts with in country partners and organisations in relation to Act for Peace’s programs • Contribute to the development, implementation and review of Act for Peace’s Strategic and Operational Plans in relation to Vanuatu including development of new project and funding proposals.
<p>Program Improvement</p> <p>KRA 2: Quality, Accountability, Effectiveness, Compliance: (Policy and Procedure)</p> <p>s</p>	<ul style="list-style-type: none"> • Provide partner or project focused support to develop high quality operational/implementation plans for relevant projects through focused mentoring and assistance with work-planning, monitoring and reporting in accordance with agreed milestones and grant agreements • Ensure high quality, timely reporting and adherence to monitoring and evaluation procedures in accordance with Act for Peace and donor procedures • Provide support to increase risk management and mitigation competencies with Vanuatu partners at an organisational and project level • Conduct relevant desk and field monitoring and evaluation activities for projects in Vanuatu • Ensure partnerships and projects are managed in response to Act for Peace’s strategic plan, policies and procedures; the ACFID Code of Conduct; DFAT accreditation and binding humanitarian standards

	<ul style="list-style-type: none"> • Contribute to the ongoing development of expertise and knowledge in community development priorities for Vanuatu • Develop and implement recommendations for improvement in PPT country programs • Contribute to the documentation and dissemination of key program learnings. • • Contribute to monitoring and analysis of risk issues/trends impacting or affecting PPT strategy and program delivery including security management and humanitarian issues across programs. • Adhere to the requirements of our management information systems including online and hard copy filing and database management.
<p>Management KRA 3: Partnerships & Staff Management</p>	<ul style="list-style-type: none"> • Manage relevant administration and human resource responsibilities in line with Act for Peace requirements. • Show leadership and transparency in liaising with Act for Peace donors and partners in Vanuatu on funding opportunities and grant coordination • Contribute to related work in networks and sector groups in Vanuatu establish and maintain relationships with other Australian and international NGOs (especially church-based aid agencies), government departments, and other relevant parties in Vanuatu in support of program objectives • Manage relevant administration and human resource responsibilities in line with Act for Peace requirements including recruitment of consultants from time to time. • Provide the Marketing and Communications Team with relevant resources for required fundraising and communications. • Foster positive relationships with other staff within Act for Peace, and the National Council of Churches in Australia (NCCA). • Fulfil a representative role for Act for Peace in external meetings with stakeholders and relevant networks and forums.

Selection Criteria

To apply, go to <https://www.actforpeace.org.au/careers>

Please include a 2-4 page covering letter addressing the following Selection Criteria along with your resume by 24th October 2017

Please quote "Country Program Coordinator - Vanuatu" in the subject bar of your email.

Qualifications

1. Relevant qualifications in international and community development, training and education, disaster management, or gender & protection in Vanuatu or the Pacific region.

Required Experience

2. Demonstrated experience in the development and managing successful partner focussed community-based programs for disaster resilience and climate change adaptation, protection, sustainable development or emergency response preferably with non-government or community-based organisations.
3. Knowledge of monitoring, evaluation and learning frameworks as applied to humanitarian and development initiatives and ability to develop innovative new approaches, methods and program strategies and develop and/or adapt existing program designs through evidence-based learning and improvement.
4. Demonstrated ability in mentoring and training, dissemination and implementation of systems, tools and processes.
5. Demonstrated experience in development of successful funding proposals.
6. Excellent administrative capacity and financial management skills including experience in designing of program budgets, reviewing program acquittals, and undertaking basic financial checks with partners.
7. Excellent communication and presentation skills including in technical writing (i.e. proposal/tender development)
8. Demonstrated self-leadership and organisational skills, including ability to plan, prioritise and implement work plans.
9. Comprehensive understanding of compliance issues, standards and requirements for humanitarian and international development programs
10. Experience with cross cutting policies incl. gender, protection, child protection, disability inclusiveness, and environmental sustainability.

Our selected candidate will

- Have a friendly, positive, respectful approach to work and the ability to work with personnel with a range of competencies.
- Have required visas to work in Australia.
- Be able to undertake international and domestic travel.
- Undertake a National Police Check and Working with Children checks prior to employment. Act for Peace prioritises the safeguarding of children in all of our work.
- Commit to the values and purpose of Act for Peace and the NCCA as a whole, including sympathy with the values of the Christian faith, equal opportunity and diversity & equity.