

**POSITION TITLE:** Program Coordinator – Systems and Quality (SQ)  
(2 year contract)

**DEPARTMENT:** International Programs Department (IP)

**DATE:** March 2019

**REPORTS TO:** Senior Program Advisor

**ORGANISATIONAL MISSION:**

CBM is a Christian development organisation, committed to improving the quality of life of people with disabilities in the poorest countries of the world.

**DEPARTMENTAL MISSION:**

The IP team supports effective high quality programs that alleviate poverty, raise awareness on the rights of people with disabilities, including them in local change and development and enable access to services. We strengthen field program implementation, contribute to partner capacity and promote learning in our programs, working with local partner organisations to bring local change. Internally we work with fundraising, communications, advocacy and the external advisory department to support organisational outcomes, to tell the stories of our field work to effectively communicate and inspire others.

**PURPOSE OF ROLE:**

The Program Coordinator - SQ will play a central role in the IP Department with focus on ongoing systems development, accreditation, ACFID Code, and support as needed for ANCP management. As a member of the Program Accountability Team (PAT) which works within International Programs (IP) Department of CBMA you will:

- Lead on ANCP accreditation processes for programs
- Ensure effective project management systems in particular for ANCP
- Manage field programs policy, standards, workflow and accountability in line with contractual agreements (DFAT, ACFID etc)
- Liaise within CBM to share information and support communications
- Represent CBMA to DFAT, ACFID, other NGOs and donors where required.

**LEVEL OF DIRECTION OR SUPERVISION:**

The Program Coordinator – SQ has a significant level of responsibility, working within our Programs Accountability Team (PAT) with the Grants Co-ordinator and Finance PSO, and reporting to the Senior Program Advisor.

## COMPETENCIES REQUIRED

### Key competencies:

1. Experience in development sector program compliance (safeguarding, counter terrorism, fraud, sexual exploitation, abuse and harassment)
2. Experience and insight in management of program information for DFAT accreditation and ACFID Code
3. Program portfolio management with focus on government funds
4. Experience in development sector project management cycle (approval, implementation and reporting)
5. Current knowledge of international development, understanding of the Australian development sector
6. Excellent writing skills able to produce succinct clear documents
7. Commitment to CBM's mission and values and willingness to help CBM grow and develop
8. Manage and organise complex workload cooperatively within a team
9. Excellent interpersonal skills

### Other competencies:

- Ability to think strategically and holistically
- Self-motivated, able to work independently
- Excellent oral communication skills
- Advanced skills in computer use of Excel, Word, email and database

## TASKS AND PRIORITIES

Key Areas of Responsibility	Key tasks	Key indicators	Weighting Total= 100%
<b>1.Support successful CBM program re-accreditation</b>	<ul style="list-style-type: none"> <li>• Oversight of field programs systems and their readiness for re accreditation</li> <li>• Contribute programs perspectives and material to CBM 2021 reaccreditation team</li> <li>• Lead program input and preparation of resource material in consultation with Snr Advisor</li> </ul>	<ul style="list-style-type: none"> <li>• Risk mapping maintained</li> <li>• Timely and relevant preparation and coordination of program responses to accreditation</li> <li>• Early clarification of any systems change for compliance</li> </ul>	30
<b>2.Support for program quality and compliance with external contractual requirements – with particular focus on ANCP</b>	<ul style="list-style-type: none"> <li>• With Grants Coordinator: ensure systems effectively support management of the DFAT ANCP grant portfolio</li> <li>• With PAT team: ensure timely submission of ANCP Partnership plans and reporting (financial and narrative reports, ADPlans, etc) to DFAT</li> </ul>	<ul style="list-style-type: none"> <li>• Quality of plans and reports, submitted to DFAT in a timely manner.</li> <li>• ANCP risk assessment treatments are completed in line with agreed timeframes (Fraud, CSG etc)</li> </ul>	30

	<ul style="list-style-type: none"> <li>• With IP team: support effectiveness measures for management of funds by partners: audits, funds disbursement, acquittals, reporting, fraud prevention &amp; response.</li> <li>• Contribute programs perspectives and material to ACFID reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Support DFAT engagement and promotion of learning</li> <li>• Ensure quality ACFID programmatic reporting is provided in a timely manner.</li> </ul>	
<b>3. Maintain effective Program Cycle Management Systems acting as a resource on compliance</b>	<ul style="list-style-type: none"> <li>• Working within PAT team, to develop and support effective approaches to ensuring CBM program compliance particularly from quality and risk perspectives</li> <li>• Ensure strong foundational systems, that support program cycle processes, liaising with others where required</li> <li>• Provide relevant systems improvements to assist in promoting learning and program quality within CBM Australia and CBM generally</li> <li>• With Senior Advisor &amp; Grants Coordinator: ensure safeguarding (child and adults-at-risk) approaches are compliant with external requirements, updating policies and standards and guidelines as required</li> <li>• Support capacity for Program Coordinators and partners in Safeguarding to ensure implementation in projects</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain quality CBM Australia program cycle processes with IP</li> <li>• Develop and run information sessions as required.</li> <li>• Contribute to effectiveness of systems understanding their impact and usefulness</li> <li>• Support/strengthen CBM's approach to safeguarding through advice, tools and capacity building; and track status of projects in risk areas.</li> </ul>	30
<b>4. Support for overall program portfolio management</b>	<ul style="list-style-type: none"> <li>• Support the team in process of review and appraisal of new projects</li> <li>• Oversee the inter regional (global) project portfolio using existing systems</li> </ul>	<p>Appraisal process managed effectively for projects and new initiatives in line with CBMA strategy</p> <ul style="list-style-type: none"> <li>• Interregional projects and budgets managed in timely and efficient way as required</li> </ul>	10

<b>Job Evaluation</b>		
<b>Factor</b>	<b>Level</b>	<b>Score</b>
Responsibility and Accountability	5	208
Judgement and Decision Making	4-5	86
Interaction and Influence	4-5	86
Knowledge and Application of Creative and Technical Skill	4-5	225
<b>TOTAL</b>		<b>605</b>
<b>Salary Grading</b>	Grade 8	

\*Factor Level definitions and Salary Grading information can be found on the CBM Intranet.

### **TERMS AND CONDITIONS**

General terms and conditions of employment are as per the CBM Australia Managerial and Professional Agreement 2009.

### **PERFORMANCE PLANNING AND REVIEW**

Performance planning and reviews will be carried out regularly at dates to be set by the Manager.

**ENDS - updated March 2019**