

# Islamic Relief Australia

## Program Officer (Local and International)

<b>BASE LOCATION:</b>	<b>Sydney</b>
<b>EMPLOYMENT STATUS:</b>	<b>Full-Time</b>
<b>REPORTING TO:</b>	<b>Director of Programs and Institutional Relations</b>

### **ISLAMIC RELIEF:**

*Islamic Relief is an international relief and development agency striving to alleviate poverty and suffering around the world regardless of colour, race or religion. Established in 1984 in response to the widespread famine in Africa, Islamic Relief has grown to be a key, well known and respected aid agency in disaster relief and the ongoing development of people in over 30 countries. It specialises in Education & Training, Health and Nutrition, Water & Sanitation, Income Generation, Orphans' Support, Emergency Relief and Disaster Preparedness. Islamic Relief is a member of the Disasters Emergency Committee (DEC) and is an implementing partner for DFID, ECHO, the World Food Programme and UNHCR.*

*Islamic Relief Australia is an active member of the Australian Council for International Development (ACFID) and adheres to the ACFID Code of Conduct which defines minimum standards of governance, management and accountability of development for non-government organisations (NGOs). Complaints relating to a breach of the ACFID Code of Conduct can be made to the ACFID Code of Conduct Committee.*

### **PURPOSE OF THE PROGRAMS DEPARTMENT:**

The purpose of the Programs Department is to keep the organisation focused on the socio-economic and humanitarian needs of vulnerable people and to enable them and their communities to develop sustainably through Islamic Relief Australia's IDPs. Moreover It ensures that the organisation is prepared to respond promptly and effectively to humanitarian crises. The Department is also responsible for administering the orphan's welfare program.

The Department increases the organisation's ability to tackle poverty by effectively and proactively facilitating communication between IRAUS and Islamic Relief Worldwide with relation to International Programs requirements and by ensuring transparent and timely reporting to the organisation's donors.

The Department is responsible for the creation, implementation and monitoring and evaluation of the IRAUS programs in accordance with the IRAUS organisational strategy and IRAUS programs strategy.

## **JOB PURPOSE:**

To work closely with the team in developing IRAUS Local and International Programs based on our 2018-2022 IRAUS Strategic Plan. The position will deliver across three primary modalities for local and international programming: 1) To deliver, monitor and evaluate the programs undertaken. 2) To work closely with the Program Coordinator in developing humanitarian and development projects locally and across Middle East, Africa and South Asia and Asia Pacific, and in ensuring programmatic coherency. 3) To support local and international IRAUS partner projects managed by local Not-For-Profits and Community Based Organisations.

These modalities require efficient and effective project development skills, and grant management expertise, the ability to apply quality and accountability frameworks, and the ability to effectively engage members of the Culturally and Linguistically Diverse (CALD) community in Australia.

The Program Officer is a hands-on role within the IRAUS Programs Department, working in close collaboration with IRAUS finance, information communications technology, human resource management, community engagement/fundraising, and marketing and communication functions.

All IRAUS positions are required to work in respect of Islamic Relief's vision, mission and values, and demonstrate our principles of humanity, honesty, respect and fair treatment towards all internal and external stakeholders.

## **KEY ACCOUNTABILITIES:**

*The post holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff. The following are the main responsibilities that the role holder will be accountable for:*

1. Support and manage local and international programs
2. Support in Project management (including financial management)
3. Development of relevant programming tools, guidance and procedures
4. Capacity building and technical advice
5. Compliance, risk and audit
6. Quality and accountability including monitoring, evaluation, accountability and learning
7. Communications and advocacy
8. Report preparation

## **Main Responsibilities:**

### **Coordination and management**

1. To support the team in developing and reviewing IRAUS International Programs and Local Programs strategies.
2. To coordinate and support a portfolio of local and international emergency, welfare and development projects directly implemented by IRAUS, IRW and its partners.
3. To seek inputs from and provide feedback to IRW, Fields Offices and Partners on the development of the IRAUS portfolio of International Programs.
4. To support, manage and motivate staff and volunteers directly involved in local and international programs and projects.
5. Foster and maintain a learning, sharing and accountability culture.

### **Program development**

1. To assess opportunities for IRAUS to engage in local and international programming in areas consistent with the Program Strategy and in niches where we can specifically add value.
2. To conduct project feasibility studies and develop concept notes for IRAUS approval.
3. To design proposals for local and international projects using IR templates (narrative and budget).
4. To liaise with partners and beneficiaries to ensure all project outputs are met.
5. To identify suitable partners (international, national and local) for program delivery and plan, manage and evaluate programs delivered.
6. To identify and vet suitable implementing partners, (where not IRAUS) and liaise to ensure all project outputs are met.
7. To seek grant funding opportunities from institutional donors (this includes assisting with grant applications).
8. To develop tools, templates, guidance notes and procedures for IRAUS local and international programs where needed.
9. To ensure funding proposals and reports to the highest standards and to the funder's requirements.
10. To ensure all data entry and analysis including database and dashboard management and reporting to maintain accurate records of all projects funded by IRAUS.
11. To evaluate existing programs recommending modifications and advising for new programs.

### **Project management**

1. To regularly update the Programs Database as the primary management system for IRAUS supported projects throughout the project cycle.
2. To support project implementation teams to perform each function of project cycle management efficiently and effectively.
3. To document project activities, and maintain detailed records of decisions, accounts, and assets.
4. To take calculated risks to pilot new programming approaches and develop innovative projects.
5. To ensure all data entry and analysis including database and dashboard management and reporting to maintain accurate records of all projects funded by IRAUS.
6. To effectively supervise and support volunteers involved in program implementation.
7. To support in implementing the annual local and international Programs plan and budget, including the appropriate allocation of funds and codes to each project.
8. To support in managing the process of Service Level Agreements for local and international projects with IRAUS and IRW.

## **Capacity building and support**

To support local and international partners (Not-for-Profit and Community Based Organisations) to:

1. To develop their capacities to design, implement, monitor, and evaluate local and international projects.
2. To comply with Anti-Money Laundering and Counterterrorism (AMLCT) and Child Protection (CP) requirements.
3. To meet minimum financial management and audit requirements. To enter into MOUs and funding agreements (contracts) with IRAUS.
4. To seek and support grant funding.
5. To understand and use quality and accountability frameworks and approaches, global standards and cross-cutting issues.

## **Quality and accountability**

1. To facilitate local and international program and project monitoring and evaluation activities.
2. To support in ensuring that IRAUS supported projects comply with AMLCT and CP requirements and meet minimum financial management and audit requirements.
3. To support in complying with key IRAUS quality and accountability frameworks and approaches, global standards, and cross-cutting issues – including the ACFID Code, IRAUS child protection policy, gender justice, equity and diversity, rights-based approaches, sustainable development goals, etc.
4. To promote local and international program and project communications and joint advocacy through the IRAUS website and social media channels.
5. To ensure timely and compliant reporting on all IRAUS supported local and international projects.
6. Actively support knowledge sharing and learning across local projects and between partners.
7. To collaborate with Fundraising staff to provide them with accurate, high quality information about projects and issues for public dissemination.
8. To promote innovation, research, and experimentation within the IRAUS Team.
9. To ensure that all project systems and procedures are followed, and contract documentation is completed on time and in line with funder requirements.
10. To ensure all contract documentation is filed appropriately, completed, and submitted on time and in line with funder requirements.
11. To visit field offices and partners inside and outside of Australia to ensure the delivery of our programs.
12. To support the team in the assessment of emergency situations and ensure that situation reports are provided regularly for any emergency response issue, in the form of assessment reports, proposals, implementation reports and emergency updates.
13. To evaluate existing programs recommending modifications and advising for new programs.

## **KEY RELATIONSHIPS AND AUTHORITY:**

- Close liaison with the Programs Coordinator and Director for Programs.
- Close liaison with local partners (Not-for-Profit and Community Based Organisations) and the CALD community.
- Close liaison with IRW, international field offices and IR partners.
- Member of the IRAUS Programs Team.

## **Other responsibilities:**

1. To ensure personal adherence to the IRAUS HR policies and the Employee Code of Conduct
2. To work flexibly according to the demands of the organisation and carry out any other duties within the competence of the post holder, assigned by the line manager.
3. To hold a valid passport and be willing and able to travel at short notice and under conditions of physical hardship.
4. To be aware of and respect the health and safety policies in the area of his/her operations.
5. To respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment.
6. To assist the Program Coordinator in identifying and preparing case studies and reports for use in promotional material.
7. Any other task as deemed appropriate by IR Australia Head Office in improving the efficiency and performance of Islamic Relief.

## **SKILLS, EXPERIENCE AND QUALIFICATIONS:**

### **Qualifications**

- Significant previous experience in a similar role, at a local or international level.
- Qualified to a degree level, ideally in International Development or related field.

### **Experience**

- At least 2 years' experience of working with international or local programs in an NGO setting.
- At least 2 years' experience in program development, monitoring and evaluation.
- Experience of conducting needs assessments.
- Experience in grant making will be considered favourably, particularly previous experience in successfully securing institutional funds and working with institutional donors.
- Previous experience working within the ACFID code of conduct is desirable and previous experience with the Department of Foreign Affairs ANCP program will be highly regarded.

- **Knowledge**

- Knowledge and understanding of local and international program implementation.
- Knowledge of the charity sector.

### **Skills**

- Good leadership and people management skills as well as being a team player.
- Fluent written and spoken English.
- Good IT skills.
- Report and proposal writing skills.
- Complex problem solving and decision-making skills.
- Diplomacy, tact and negotiation skills.

### **Ability**

- An ability to follow-up and supervise as well as support.
- Ability to work in a systematic and methodical manner.
- Ability to work well on your own initiative.
- Ability to work flexibly, under pressure and adapt to change.

**Commitment**

- Commit to uphold the integrity and standards of IRAUS and its values.
- Commitment to Islamic Relief Australia's values and standards of safety of children and protection from sexual exploitation and abuse in all our activities.
- The willingness to work outside normal office hours.
- Excellent cross-cultural communication skills as well as a good knowledge and respect of the Islamic faith and values.