

## **POSITION DESCRIPTION**

WaterAid PNG

### **AM7023 - Senior Program Manager**

**WaterAid PNG** is an international non-governmental organization, focused on water, sanitation and hygiene. WaterAid's vision is of a world where everyone has access to safe water and sanitation. Our mission is to transform lives by improving access to safe water, sanitation and hygiene (WASH) in the world's poorest communities. WaterAid works with partners to maximise its impacts for policy change/influence.

WaterAid has been operating in Papua New Guinea since 2004, working with local partners and the government to increase access to gender sensitive, socially inclusive and climate resilient water, sanitation and hygiene (WASH) services. WaterAid PNG's geographic focus is in the National Capital District, Central Province in the Southern Region and East Sepik Province.

WaterAid is inviting **exceptional candidates** to apply for this vital role:

### **SENIOR PROGRAM MANAGER**

This senior position is based in Port Moresby and will report to the WAPNG Programs Director.

The Senior Program Manager is responsible for managing the implementation of and reporting on all grants under the Port Moresby office portfolio, whilst building the grant and program management capacity of the team, working closely with Programs team members, the operations team in PNG and the program support team in WaterAid Australia to ensure compliance with grant management requirements.

#### **Key Responsibilities:**

- As part of the Senior Management Team (SMT), support the Programs Director and Operations Director in leading WaterAid PNG, and shaping our strategies and work with the sector
- Ensure all WaterAid Programs are high quality from a WASH technical and a development effectiveness perspective, reflecting latest evidence and thinking, and adapted to suit the PNG context
- Strengthen the capacity of the WaterAid team to manage and develop programs
- Ensure that programs and projects satisfy minimum criteria defined in WaterAid Guidelines and PNG Government and donor policy, law and regulation
- Work with staff to prepare project plans and arrange team meetings to monitor progress and manage any risks that may be identified
- Ensure that Partner organisations and contractors are sensitised on approaches for ensuring that water supply, sanitation and hygiene promotion services are sustainable
- Support the strengthening of the sector based on clear objectives for improving local government capacity to increase access to WASH services in NCD
- Assist the Programs and Operations Directors to monitor expenditure, manage fraud risks and ensure that WaterAid and donor standards regarding financial management are met by WaterAid staff and partner organisations
- Ensure timely processing of acquittals and follow up audit findings and recommendations, as appropriate
- Build capacity of the team to monitor and evaluate and foster a culture within the team conducive to learning, sharing and innovation.

#### **Expected Competencies:**

- Bachelor degree in Business Management, Project Management, Social Sciences, Development Studies or a related field
- Experience of community-based water supply, sanitation and hygiene promotion projects, with experience in the health sector highly regarded
- Experience leading/ managing and building multi-disciplinary teams of people in a community development context

- A clear and sound understanding of PNG's development context, especially in the health and WASH (water, sanitation and hygiene) sector
- Experience in working constructively with government and other partners to co-develop and implement water, sanitation and hygiene and advocacy projects
- Ability to develop project implementation plans that align with grant requirements and available funding, and to plan own work, setting priorities and completing it under pressure or when faced with competing demands
- Good relationship building skills and commitment to child safeguarding
- Confidence working with both government and non-government stakeholders.

**This position is open to PNG citizens only.**

**APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the application form and follow the website instructions to forward to us including a detailed CV and three current referees. A full PD can be requested from our office.

Alternatively, please call us on (+675) 7500 7500 or email [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg)

**Applications close COB Thursday 23<sup>rd</sup> March 2023**

**Only shortlisted applicants will be contacted**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**