



**The Leprosy
Mission**
Australia

Position Description

International Programs Manager

Introduction

The Leprosy Mission (TLM) is an international Christian organisation working towards the eradication of the causes and consequences of leprosy. We are a global network of organisations active in 49 countries around the world. We work in partnership with governments, local communities, health organisations, the World Health Organisation (WHO), local Government Organisations, Non-Government Organisations (NGOs), local churches, Christian partners and many others to achieve our vision of “Leprosy Defeated. Lives Transformed.”

Our expertise is in the detection, treatment, care, rehabilitation and reintegration of people and communities affected by leprosy. We share this expertise with Government and health workers through national training program, research studies and evaluation and monitoring of projects. Through media and awareness campaigns, we challenge prejudices and misconceptions about leprosy. We work with community groups to encourage them to join together to find ways to make their needs heard and to become self-supporting.

Global partners include 28 member countries, who together make TLM an invaluable presence throughout the world, mobilizing support and awareness.

The Leprosy Mission Australia (TLMA) exists to “resource and empower the Global Mission to restore the lives of people affected by leprosy”.

Position Details

Position Title:	International Programs Manager
Reports To:	CEO
Department:	International Program Services
Key Customers	<ul style="list-style-type: none">• International Program Services team• Finance Manager• CEO• TLMA Staff

	<ul style="list-style-type: none"> • Chair and Members of the International Program Committee • Country Leaders and Managers of Program in Implementing Countries. • DFAT and the Australian Council for International Development (ACFID) • Australian Sponsors, Donors, Organisations and Individuals • The Leprosy Mission Global Fellowship
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Position Impact

New/Existing:	Existing
Position Type:	Full Time

Position Purpose

Primary Function:	<ul style="list-style-type: none"> • A lead management role in the International Program Services department implementing its overseas development program • Development skills across a broad range of programs expertise in disability, social community development and public health • Organise and undertake monitoring activities, including reviews and reports as required by project cycle management system, TLMA's annual monitoring and evaluation plan for projects funded by TLMA • Ensure accountability and transparency in all projects funded by TLMA • Promote TLMA in Australia in the Christian and wider community • Represent TLMA in Australia, at International TLM meetings & at various events
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Qualifications

Education & Experience	<ul style="list-style-type: none"> • A graduate degree, preferably in Health, Development or International Relations • Experience in the management, monitoring and evaluation of development projects with DFAT or similar funding organisations. • Experience in working as a cross cultural worker in community development and emergency relief program or other comparable experience • Sensitivity to cross cultural issues of community development and ability to communicate with, and encourage Implementing Country staff as necessary
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Skills & Attributes	<ul style="list-style-type: none"> • Good organisational abilities • An understanding of Christian mission in Supporting and Implementing Countries • Strong interpersonal skills and a commitment to teamwork with staff, volunteers, Board and other stakeholders, combined with an enthusiastic approach to deliver programs. • Ability to develop networks with DFAT, ACFID, other non-government organisations, governments, churches and community groups. • Ability to speak in public and present the work of TLMA in the Christian and wider community • An understanding of, and commitment to, the Christian beliefs, vision, mission and values of TLMA • Ability to work within and contribute to the Mission/Values of TLMA • Willingness to undertake a Police Check and Working with Children’s Check prior to commencement. • Ability to abide by all TLMA policies including the Privacy and Child Protection Policies and the Code of Conduct
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Special Requirements	
WHS & Other	<ul style="list-style-type: none"> • Required to travel (up to 60 days p/annum) • Required to work with a high degree of responsibility within strict timelines
Eligibility	<ul style="list-style-type: none"> • Permanent permission to work in Australia • Meet all local, provincial and national statutory requirements

Key Areas of Accountability

Area of Accountability	Key Activities	KPI
Project Management	<ul style="list-style-type: none"> • Organise and undertake monitoring activities, including reviews and reports as required by project cycle management system, TLMA’s annual monitoring and evaluation plan for projects funded by TLMA; • Monitoring and updating the Capacity and Effectiveness Framework across the TLMA funded program towards the measurement of achievement against the TLMA Theory of Change. • Review and manage TLMA’s commitment to global safeguarding, including overseeing the process of annual project-specific risk assessments and updating annual program risk management assessments. • Work in partnership with Implementing Countries to develop strategies and projects that are suitable for DFAT and/or other donor funding towards eradicating the causes and consequences of leprosy, NTDs and disability; • Mentor project leaders (as necessary) in the relevant project areas of project implementation, policy to practice implementation, monitoring, evaluation and learning, financial management, administration and reporting, to ensure the best possible project outcomes and compliance best practice. • Ensure that monitoring and evaluation visits, reports and acquittal for all projects are implemented, accurate and submitted by due dates • Communicate with staff in Implementing Countries so that they develop a better understanding of development issues, key policy compliance obligations and government funding criteria 	<ul style="list-style-type: none"> • Effectiveness of communication with Country Leaders and staff • Successful design, development and management of projects in the Implementing Countries • All project monitoring, evaluation and compliance expectations procedures are complied with • Accurate and timely presentation of all reports and acquittals to DFAT • Effective representation of TLMA’s interests at DFAT and ACFID activities • All necessary project monitoring and evaluation visits completed on an annual basis • Program management tools regularly updated for IPC/Board review • Evidence of increased effectiveness of projects in meeting their objectives (improvement in overall Capacity & Effectiveness Framework scoring) • At least 50% of TLMA funded projects have been evaluated or monitored using participatory methods

Area of Accountability	Key Activities	KPI
	<ul style="list-style-type: none"> • Liaise closely with DFAT, other overseas aid organisations and stakeholders to secure maximum allocation of available funding for TLM projects; • Ensure that all projects that involve both DFAT and non-DFAT funding comply with the terms and conditions of the partnership and funding agreements with TLMA; • Oversee the implementation of TLMA’s advocacy approach, to maximise the profile and position of TLMA at the national or transnational level in such a way that decision making and influencing individuals/ organisations can directly or indirectly contribute this to the TLM vision. 	
Finance & Administration	<ul style="list-style-type: none"> • Maintain good communication with Country Leaders, Project Managers and Finance Officers in the Implementing Countries to ensure accountability and transparency of all projects funded by TLMA; • In consultation with TLMA partners, undertake the compiling and submission of relevant project information to ANCP/DFAT as part of the Annual Development Plan (ADPlan) and ADPlan Report submission processes. • In collaboration with the International Program Officer, prepare the agenda, theory of change reporting and minutes of meetings for the TLMA International Program Committee, the Board and National Council; • Review and update internal policies and procedures to enable TLMA to meet ACFID and DFAT accreditation compliance requirements; • Ensure that all aspects of TLMA funded project activities comply with the ACFID Code of Conduct and 	<ul style="list-style-type: none"> • Support the continuing development and presentation of policies and operational strategies, to ensure that TLMA and implementing country partners comply with the ACFID Code of Conduct, Partnership Agreements and the terms of DFAT accreditation • The efficient management of TLMA’s program administration and implementation within the agreed annual budget • At least 50% of partners have a Quality Assurance Review (QAR) completed each year. • 100% of DFAT & >85% of non-DFAT partner policies in line with DFAT requirements • Support an increased trend of external funding sources to out implementing partners, hence increasing our key partners’ program impact

Area of Accountability	Key Activities	KPI
	<p>that annual Code self-assessment reports are submitted;</p> <ul style="list-style-type: none"> • In close communication with the finance team, prepare financial acquittal statements to meet the requirements of DFAT; • Support the development of local governance frameworks of key Implementing partners. • Manage and review potential institutional funding opportunities towards optimising impact for TLMA funded projects. 	
Community Development Education	<ul style="list-style-type: none"> • Promote TLMA in Australia in the Christian and wider community; • Work with TLMA Marketing staff to assist in the development of Community Education materials; • Obtain Stories of Change, photos and video footage of projects for promotional materials and towards reporting against the TLMA Theory of Change; • Review promotional materials from TLMA to ensure accuracy and alignment with the ACFID Code of Conduct and TLMA strategy, policies and procedures. 	<ul style="list-style-type: none"> • Representing TLM with integrity in the community, and the level of adherence to the TLMA Code of Conduct and TLMA Public Engagement Policy • Regular updating against the TLMA Theory of Change – Stories of Change
Networking	<ul style="list-style-type: none"> • Represent TLMA in Australia and at International TLM meetings; • Facilitate volunteer placements in Implementing Partner countries; • Attend ACFID and other development network meetings as necessary to remain current with latest information, training and programs. 	<ul style="list-style-type: none"> • Representing TLM with integrity in the community and the level of adherence to the TLMA Code of Conduct • Participate in at least two partner Annual Country Learnings events each year

Area of Accountability	Key Activities	KPI
Team Work	<ul style="list-style-type: none"> • Adapt style and approach to manage group dynamics; • Demonstrate a commitment to the team’s purpose and goals; • Be accountable and hold others to account; • Support and motivate each other to perform at your best; • Accept and provide feedback in a constructive and considerate way; • Share information and encourage others to do the same. 	<ul style="list-style-type: none"> • Quality relationships with the International Program Services Team, International Program Committee, TLMA staff, Board, National Council and volunteers in line with the TLM Values • Demonstrate team collaboration & information sharing
Mission	<ul style="list-style-type: none"> • Understand, support and promote the Mission and Values of TLMA; • Ensure that direct working relationships are established and maintained with colleagues and internal/external parties; • Adhere to the principles of TLMA and our policies including the Code of Conduct. 	<ul style="list-style-type: none"> • Compliance to the TLM Values & Mission • Compliance to Code of Conduct
Learning & Development	<ul style="list-style-type: none"> • Recognise your own strengths and development needs; • Modify your behaviour in response to feedback provided; • Seek new and challenging tasks to ensure continuous self-development; • Identify learning opportunities and pursue formal and informal development; • Build upon and learn from experiences, applying new knowledge to projects and maintain professional competence; • Complete all mandatory and recommend training; 	<ul style="list-style-type: none"> • Contribute to Morning Teas • Proactive ideas & solutions contributed

Area of Accountability	Key Activities	KPI
	<ul style="list-style-type: none"> • Recognise the necessity to continually develop skills and acquire additional knowledge appropriate to the position. • Actively seek opportunities for further professional development. 	
Workplace Health & Safety	<ul style="list-style-type: none"> • Maintain a safe and clean working environment at all times to eliminate potential hazards; • Read posted memos about safety concerns in the workplace; • Seek information on any work undertaken and be aware of the risks and hazards associated with the work; • Operate safety equipment and ensure the team uses safe work habits while performing job function; • Complete all mandatory and recommended OH&S training; • Adhere to all workplace health and safety (WHS) policies and procedures. 	<ul style="list-style-type: none"> • 0 notifiable incident workplace • Remove any hazards that can be rectified immediately without harming themselves or other individuals • Report all near misses, incidents and accidents to the Office Manager immediately

I _____, have read and understood the requirements of the position and have the capacity to exceed in this role.

Signature: _____

Date: ___/___/___

Approved: December 2018