

## Program Quality and Effectiveness Coordinator

As the Program Quality and Effectiveness Coordinator, it's my role to strengthen the capacity of Caritas Australia Solomon Islands (CASI) staff and partners in program design, monitoring, evaluation and learning; ensuring compliance with CA program management requirements.

I am a member of:

Solomon Islands team

I report to:

Country Representative

My role is based in:

Honiara, Solomon Islands

My role is classified:

Birches Level 8



[Currently Vacant]

### I am committed to:

- the mission of Caritas Australia in our quest to end poverty and injustice through the realisation of human dignity for all people
- the principles of Catholic Social Teaching which underpin our work, such as dignity of the human person and the common good
- our Code of Conduct which outlines the professional behaviour that is expected of me
- the safeguarding of children and vulnerable adults in line with laws, standards and Caritas Australia's policies and procedures

### In my role, I am accountable for:

- Supporting the design process for SI programs in consultation with CASI staff and partners, ensuring programs align with CA Integral Human Development (IHD) Effectiveness Framework.
- Driving improved effectiveness of SI programs by strengthening capacity of staff and partners in Design, Monitoring, Evaluation and Learning (DMEL) and by implementing tools and systems that are relevant to the Pacific context.
- Facilitating improved impact reporting and enabling CASI to better communicate the impact of our work in the country – including facilitating development of a (MEL) Framework for the SI Country Plan.
- Ensuring that programs adhere to Caritas Australia's management standards and, in line with established policies and procedures, are able to meet all necessary compliance requirements, both of CA and of (potential) external donors including DFAT.
- Working collaboratively with external stakeholders to support with their Monitoring and Evaluation requirements in SI.
- Facilitating learning and sharing of good practice within the CASI, Pacific Group, International Programs team and wider agency.
- Enabling the CASI to strengthen its capacity to competitively tender for grants and resources based on strong, evidence-based and participatory programming.
- Supporting and mentoring in-country staff to produce timely, thorough reporting of SI programs.
- Facilitating the coordination and finalizing of SI submissions and reports to donors.

## For this role I need these skills and experience:

- Tertiary qualifications in international development or relevant discipline
- Demonstrated experience in developing and implementing monitoring, evaluation and learning (MEL) frameworks for programs including demonstrated skills in program planning and reporting.
- Demonstrated experience in capacity building and mentoring of local staff, church staff and partners. In particular, experience in consensus building and reflective learning approaches.
- Demonstrated experience in coordinating complex multi-stakeholder arrangements spread across a range of geographic and socio-economic context.
- Highly developed verbal and written communication skills including experience in cross cultural communication and ability to work collaboratively within a team.
- Ability to travel internationally and domestically on a regular basis, often on short notice.

## In my role, I will interact primarily with:

- Country representative – to keep informed on work in progress, receive guidance and to escalate issues as required
- CASI Program Coordinators – To provide support and coaching on how to improve DMEL and ensure adherence to program requirements.
- CA Pacific Design Monitoring Evaluation and Learning Coordinator – to ensure programs aligns with the CA IHD framework and meets reporting requirements as outlined by CA and its donors.
- CASI Humanitarian staff and Pacific Humanitarian Coordinator – to ensure the CA and donor DMEL requirements are supported in humanitarian programs managed by CA as required.

## For this role I am required to have:

1. Solomon Islands Police check
2. Counter terrorism clearance