

ADRA Australia and New Zealand International Programs and Monitoring Evaluation Research Learning (MERL) Manager



Commitment: Full-time – Two year maximum term contract

Location: Wahroonga, Sydney

Applications Close: 27 March 2022

About the role

ADRA Australia and New Zealand is seeking an experienced and enthusiastic Programs Manager with strong capacity in Monitoring, Evaluating, Research and Learning (MERL) to lead our committed team to program impact, blending project management with innovation in MERL and strengthening our team.

The International Programs & MERL Manager provides high level project management and Monitoring and Evaluation support for the ADRA Australia and NZ International Programs team, supporting partners to ensure appropriate development and relief practices succeed and archive the desired objectives. The successful applicant is a servant-leader who is passionate about ADRA's purpose, "to serve humanity so all may live as God intended" and is committed to meeting the challenges of this diverse role with enthusiasm, collaboration, and teamwork.

The successful applicant must have the legal right to live and work in Australia at the time of application.

The Job Description for the role is included at the end of this document and will give you more specific information on this exciting and challenging role.

About ADRA Australia and New Zealand

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 124 countries, we are motivated by our faith, to enable people and communities in Australia, New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

As part of the global ADRA Network, both ADRA Australia and ADRA New Zealand share the same purpose and as from 1 January 2021, an alliance between the two entities was formed with the transition to be rolled out over a two-year period. The Alliance is intended to make both organisations stronger, and as a result, have a greater reach and impact in the communities. Leveraging resources and minimising duplication of work in fulfilling this purpose is expected to increase efficiencies and organisational capacity.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS). ADRA New Zealand is fully accredited with the New Zealand Foreign Affairs and Trade and Council for International Development.

Our Values - We conduct our work by being:

Connected - working collaboratively for the best outcome for those living in poverty or distress.

Courageous - persevering through challenging situations.

Compassionate – empathising with the communities we work with and with each other.

Adventist Development and Relief Agency Australia Ltd ADRA Australia ABN 85 109 435 618

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About the International Programs Team

The International Programs & MERL Manager is appointed by the ADRA Australia/New Zealand ADCOM and report to ADRA International Programs Director.

The International Programs team works collaboratively with the following ADRA Australia and New Zealand units:

- Emergency Management
- Finance
- National Programs
- Marketing
- Open Heart International
- People & Culture

Selection Criteria

Essential

1. Commitment to the purpose of ADRA, and to the achievement of our overall strategy and priorities with demonstration of our ADRA values and desired team culture lived out in all aspects of work practice;
2. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA Australia;
3. A relevant undergraduate or postgraduate degree with 5 years+ experience in project management and MERL;
4. A positive attitude complemented by high-level interpersonal skills, teamwork, and coaching ability;
5. Proficiency in Microsoft Office, M&E tools;
6. Advanced writing, research and analytical skills;
7. Demonstrated capacity to work consultatively and collaboratively with internal, external and international stakeholders;
8. Strong organisation and project management skills;
9. Demonstrated church and government relationship building and networking skills;
10. A passion for social justice and sustainable development with a coherent understanding of the causes and mechanisms which create injustice and poverty;
11. Experience working in cross-cultural settings;
12. Ability to travel to Australia/New Zealand, Pacific, Asian and African Countries.

Desirable

1. Monitoring and Evaluation expertise;
2. Humanitarian expertise;
3. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose and compliance with overarching protocols.

Key Competencies

- **Deciding and Initiating Action**

Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for actions, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity.

- **Planning and Organising**
Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources needed to accomplish tasks; Monitors performance against deadlines and milestones.
- **Relating and Networking**
Establishes good relationships with colleagues; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; uses humour appropriately to enhance relationships with others.
- **Writing and Reporting**
Writes clearly, succinctly and correctly; Writes convincingly in an engaging and expressive manner; Avoids the unnecessary use of jargon or complicated language; Writes in a well-structured and logical way; Structures information to meet the needs and understanding of the intended audience.

Other Requirements

- Commitment to abide by the ADRA Australia and New Zealand Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia and New Zealand takes the prevention of sexual misconduct, harassment, and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia and New Zealand recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain foreign police check and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia, New Zealand or overseas. This is included in the Job Application Form.

How to Apply

To apply, candidates should address the selection criteria, in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter and resume along with the names of three work related referees to: hr@adra.org.au

If you have questions or need further information, please contact: Gianina Badea, HR Coordinator for ADRA Australia and New Zealand, Phone +61 2 9473 9525 or email hr@adra.org.au.

ADRA Australia and New Zealand is an Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion and to close applications early.

See Job Description below



Position Title:	International Programs and Monitoring Evaluating Research Learning Manager (IP/MERL Manager)
Department:	International Programs
Reports To:	International Programs Director
Team Supervision:	IP MERL

Full / Part Time:	Full Time – Two years
Revised Date:	February 2022

Purpose of Position: A basic statement that describes the intent of the position.

The International Programs & MERL Manager provides high level project management and Monitoring and Evaluation support for the ADRA Australia and ADRA NZ International Programs team.

Behavioural Expectations: Our code of Conduct - How we do things in our organisation that underpins our values.

This role requires a servant-leadership mindset with strong support for ADRA Australia's Code of Conduct and values of courage, compassion and connectedness.

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

- A relevant undergraduate or postgraduate degree with 5 years+ experience in project management and MERL
- A positive attitude complemented by high-level interpersonal skills, teamwork, and coaching ability
- Proficiency in Microsoft Office, M&E tools, and project management
- Advanced writing, research and analytical skills
- Demonstrated capacity to work consultatively and collaboratively with internal, external and international stakeholders
- Strong organisation and project management skills

ADRA Competency Framework: 1.1 Deciding and Initiating Action, 3.1 Relating & Networking, 4.1 Writing and Reporting, 6.1 Planning & Organising

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
Project Management & Support (50%)	<ul style="list-style-type: none"> • Support projects throughout the project cycle in at least 2 Countries • Ensure all partners & contractors abide by ADRA, CID and ACFID guidelines • Build trust, transparency, accountability and mutual respect with partners and key stakeholders including donors and DFAT/MFAT • Facilitate and/or provide capacity strengthening for partners in mutually agreed areas such as LogAlto • Actively participate in monitoring, evaluation and lesson sharing 	Annual performance appraisal and Peer Reviews # of partner PMs rating support as High # of projects funded from new sources # of projects on track

	<ul style="list-style-type: none"> • Provide support for compliance, financial management, safeguarding (PSEAH & Child Protection) GEDSI and integration of climate adaptation • Facilitate high quality donor reporting • Assist with grants acquisition and business development as required • Actively engage with ADRA International, relevant learning hubs or other regional and industry groups 	
MERL Management & Support (50%)	<ul style="list-style-type: none"> • Lead the development of an evidence-based culture of learning • Lead ADRA MERL processes • Support the recruitment of consultants & development of ToRs • Assist/backstop project managers with baseline, annual, mid-term and end-line evaluations • Assist with GEDSI assessments • Ensure quality baselines are completed within 3 months of project start-up and quality end lines within 1 month of conclusion • Support project managers in development of PTATS including the M&E plan, log frame, indicators tracking, etc. • Organize and facilitate MERL training & capacity development • Oversee quarterly updates to the project database/dashboard • Assist the supporter engagement director with impact reporting & impact case studies • Ensure the accuracy of all data presented in reports to stakeholders 	<p>Leadership of ADRA M&E learning hub</p> <p># of MERL capacity building sessions led</p> <p># of impact case studies developed</p> <p>Quality of assistance provided in development of a Values Based Approach</p>
Other Responsibilities	<ul style="list-style-type: none"> • It is expected that this role will require a growing skillset in business development <p><i>Note: Responsibilities may be added or removed after 3-monthly reviews and assessment of a balanced workload. Busy periods may require work out of hours within reason. It is expected that support will be provided within the ADRA Australia/NZ Alliance.</i></p>	

Employee Signature:		Supervisor(s) Signature(s):		Date: / /
Print Employee Name:		Print Supervisor Name:	Brad Watson	