

# ADRA New Zealand

## International Programme Manager

**Commitment:** Full-time permanent role

**Location:** Auckland - New Zealand



### About the role

ADRA New Zealand is seeking an experienced and motivated Programme Manager to join our Programmes and Partnership team.

The successful applicant for this role will contribute to the strategic programmatic direction and delivery of ADRA New Zealand and be responsible for:

- building effective partnerships with assigned country offices
- developing and managing MFAT and/or privately funded single or multi-country programmes in the Pacific and/or Asia
- supporting humanitarian preparedness, responses and projects
- actively engaging in capacity sharing and development of assigned country partners.

The International Programme Manager is an integral member of the ADRA New Zealand Team led by the General Manager, and will have connection and collaboration within the Alliance with the ADRA Australia team in the course of carrying out their responsibilities and partnering for impact.

A copy of the Position Description for the role is included at the end of this document.

### 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 over 100 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, and is emergent in operation. The Alliance is intended to make both organisations stronger, and as a result, have a greater reach and impact in the communities.

ADRA New Zealand is fully accredited with the New Zealand Foreign Affairs and Trade and Council for International Development. 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).

**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 New Zealand

Street Address	124 Pah Road, Royal Oak, Auckland 1023	Phone	+64 9 625 0888
Postal Address	PO Box 24-111, Royal Oak, Auckland, 1345	Toll Free	0800 499 911
Website	<a href="http://www.adra.org.nz">www.adra.org.nz</a>		

## 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 practise.
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.
3. Related qualifications and experience that addresses the requirements of the position description.
4. Strengths in the core competencies and required skills to deliver the responsibilities of the position description.
5. Ability to use MS Office (MS Word, Excel, Outlook, Teams, Power Point) and willingness to learn specialised software.

### Desirable

1. Ability to engage proactively with partners within cross cultural environments.
2. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose and compliant with overarching protocols in delivering exemplary programmatic management.
3. Ability to be agile, flexible, and adaptable to change.

## Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in New Zealand.
- Commitment to abide by the ADRA New Zealand Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA 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 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 a foreign police check, and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether or not 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

Please review the following Position Description which includes essential criteria, desirable criteria and other relevant information. If you would like to speak to someone about this position, please feel free to contact the ADRA New Zealand General Manager on 021 342318 or via email [kerynmccutcheon@adra.org.nz](mailto:kerynmccutcheon@adra.org.nz)

To apply, candidates must address the selection criteria in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be

**Adventist Development and Relief Agency New Zealand**

Street Address	124 Pah Road, Royal Oak, Auckland 1023	Phone	+64 9 625 0888
Postal Address	PO Box 24-111, Royal Oak, Auckland, 1345	Toll Free	0800 499 911
Website	<a href="http://www.adra.org.nz">www.adra.org.nz</a>		

interviewing suitable candidates as they apply. Please forward your letter and resume, along with the names of three work related referees to: [info@adra.org.nz](mailto:info@adra.org.nz)

*ADRA 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.***

**Adventist Development and Relief Agency New Zealand**

Street Address	124 Pah Road, Royal Oak, Auckland 1023	Phone	+64 9 625 0888
Postal Address	PO Box 24-111, Royal Oak, Auckland, 1345	Toll Free	0800 499 911
Website	<a href="http://www.adra.org.nz">www.adra.org.nz</a>		



**Connected**  
**Courageous**  
**Compassionate**

Position Title:	International Programme Manager
Department:	Programme and Partnership Unit (PPU)
Reports To:	General Manager
Team Supervision:	None
Approving Committee:	ADCOM

Full / Part Time:	Full time
Revised Date:	January 2023
Remuneration:	Division Wage Schedule (DWS)

**ADRA'S PUPOSE:** To serve humanity so all may live as God intended – free from poverty and injustice!

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

The Programme Manager contributes to the strategic programmatic priorities and direction of ADRA NZ; by building/strengthening effective partnerships, investing in capacity sharing and development, and designing and managing international programmes and humanitarian responses founded in ADRA's thematic areas and best practise developmental principles.

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

Commitment to uphold and live out; ADRA's values and mission through collaborative teamwork, our faith-based Christian ethos, and ADRA NZ's Code of Conduct and related policies.

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

A graduate degree within the Development sector (or equivalent); At least 4 years project management experience, specifically with experience in managing major grants and relationships within cross-cultural contexts.

**ADRA Competency Framework::** Competency towards mastery in the following:

3.1 Relating & Networking	3.2 Persuading & Influencing	4.1 Writing and Reporting	6.1 Planning & Organising	8.1 Achieving Personal Work Goals & Objectives
Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.	Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.	Writes convincingly; writes clearly, succinctly and correctly; 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.	Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.	Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.

**Desirable Criteria:** Additional competencies that will assist in the context and effective delivery of the role.

- Demonstrated understanding of the New Zealand Aid Industry
- Well-developed communication and coaching capability
- Skills or experience in agriculture, food security, agribusiness or social enterprise development

**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
<b>PARTNER MANAGEMENT &amp; SUPPORT</b>	<ul style="list-style-type: none"> <li>• Manage ADRA NZ's relationship with Country ADRA Office Partners in line with ADRA's Partner Operations Manual (POM).</li> <li>• Ensure all assigned Partners have clear understanding of and are supported to meet the obligations and responsibilities at all levels as agreed to in Partner Memorandum of Understandings (MOU).</li> <li>• Ensure Trust, transparency, accountability, and mutual respect is built, maintained, and/or strengthened with assigned Partners.</li> <li>• Facilitate and/or provide capacity strengthening of Partners in mutually agreed areas, including design, planning, budgeting and reporting; technical competencies; values-based development approach where appropriate; cross cutting issues, and communication.</li> </ul>	<ul style="list-style-type: none"> <li>• High Partner satisfaction scores.</li> <li>• Partner Capacity Assessments done at regular intervals as agreed and appropriate capacity strengthening strategies in place.</li> <li>• Incidents of contractual delays or breaches are handled transparently and in accordance with contractual obligations and ADRA values.</li> </ul>
<b>PROGRAM/PROJECT MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Ensure NZ funded projects of assigned Country Partners are implemented in a responsible and accountable manner, with quality outcomes, while meeting ADRA's internal standards, as well as contractual obligations to our stakeholders (MFAT, Supporters, Private Donors). This includes commitments to: <ul style="list-style-type: none"> <li>○ Ensure MOU for respective Projects are in place at project start up, and agreements within them are adhered to by Partners.</li> <li>○ Ensure that each Project is appropriately set-up on LogAlto and then provide/facilitate on-going support as needed.</li> <li>○ Ensure programme outcomes and outputs are achieved on time and within budget.</li> <li>○ Monitor project implementation, including field visits as required.</li> <li>○ Project finances: ensure financial management standards are met, spending is in line with budgets/plans, acquittals/tranches are managed timely, and any variations to plans are managed as per agreements.</li> <li>○ Risk Management: ensure significant risks are identified and mitigating strategies in place.</li> <li>○ Safeguarding: Ensure Child Protection, PSEAH, and Counter Terrorism requirements are met (e.g. policies, guidelines and training) with assigned Partners and any downstream Partners they may have that receive NZ funding.</li> <li>○ Donor reporting: Ensure agreed reporting to donors and/or managing contractors is presented at the agreed times and to a high standard.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Organised record keeping of all required documents, agreements and MOU's.</li> <li>• Key communications, and Field trip reports systematically and timely filed.</li> <li>• Achieved project objectives on time within budget.</li> <li>• Donor questions and responses handled appropriately and filed.</li> <li>• Project plans/adjustments and reports are completed on time and meet quality requirements.</li> <li>• All Programs are regularly evaluated and meet both external and internal quality requirements (AAL, MFAT, ADRA NZ etc)</li> </ul>
<b>PROGRAM / BUSINESS DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Constantly maintain alertness to new funding opportunities and new project/program initiatives and provide recommendations to Partners and/or ProCom regarding these.</li> <li>• Lead in facilitating (and/or participate with a team according to areas of expertise), the design and development of quality concept notes and proposals.</li> </ul>	<ul style="list-style-type: none"> <li>• # funding opportunities shared with colleagues and partners</li> <li>• # of new proposals developed</li> </ul>

<p><b>RELATIONSHIPS</b></p>	<ul style="list-style-type: none"> <li>• Be dedicated to developing strong relationships within the ADRA NZ team and contribute to the overall success and implementation of the overarching purpose and strategy.</li> <li>• Proactively communicate internally with all other Units to collaborate, share stories of impact, grow team capacity and expertise, and ensure alignment of strategic priorities.</li> <li>• External engagement - engage in ADRA technical learning labs, beneficial networks, Communities of Practice, and Consortiums to highlight ADRA's work and invest in the development of the sector.</li> <li>• Proactively invest in positive relations with MFAT and other funding/contracting partners.</li> <li>• Provide partner/programme/project recommendations to ADRA General Manager, and National Programmes Manager based on experience to assist with setting strategic direction and priorities.</li> <li>• Participate as a contributing member to ProCom, or any other administrative committee as required.</li> </ul>	<ul style="list-style-type: none"> <li>• High level score on Internal Engagement survey</li> <li>• Membership and engagement with external stakeholders/network</li> <li>• Impact stories shared through Communication plan and public diplomacy requirements are met/exceeded</li> </ul>
-----------------------------	---	---

Employee Signature:
Print Employee Name:


Supervisor(s) Signature(s):
Print Supervisor Name:


Date:    /    /
-----------------