

## **AUSTRALIAN HIMALAYAN FOUNDATION - POSITION DESCRIPTION**

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**Position title: Program Officer**

**Reports to: Head of Programs**

### **Organisational background:**

AHF was established in 2002 with a mission to improve the quality of life of the people most in need in the remote areas of the Himalaya. Working with local partner NGOs and communities is integral to AHF's development approach which aims to:

- Improve access to education and develop quality and inclusive education programs.
- Ensure healthy lives and promote children's well-being.
- Support Climate Change adaptation, improve environmental and wildlife conservation.
- Preserve and promote Himalayan cultural traditions.
- Safeguard vulnerable groups and promote inclusion and gender equality.
- Deepen partnerships and strengthen capacity of our development partners.

AHF was born from a foundational commitment to 'giving back' to the communities that have so generously welcomed Australian and international climbers and tourists to the Himalayan region. We do this in two ways – raising funds to support development projects implemented by local partners, and lending expertise in the form of support and capacity strengthening of our local partners.

### **Main purpose of the role:**

The Program Officer (PO) works closely with the Head of Programs (HP) and the Program Manager (PM) to assist in planning, coordinating and delivering AHF's international projects, programs and partnerships.

Reporting to the HP, the PO will work closely with allocated program partners to assist in all stages of the Project Management Cycle, with a particular focus on AHF's environment and climate change programs.

The PO will also assist in ensuring that all child safeguarding, prevention of sexual abuse, exploitation and harassment (PSEAH), gender, disability inclusion and environmental considerations are integrated into all stages of program management and partnership principles. The PO will ensure that all projects meet contractual requirements, policies and codes, and maintain standards in accordance with DFAT full accreditation standards, the ACFID

Code of Conduct and other legal and best practice guidelines.

The PO will also ensure that key program documents, tracking systems and processes are completed and filed.

## **KEY ROLES AND RESPONSIBILITIES**

### **I. Strategic management**

- Support the HP in implementing and tracking progress against AHF's programs strategy and related action plans.
- With oversight from the HP, ensure partners and projects meet AHF contractual requirements, policies and codes, and maintain standards in accordance with DFAT full accreditation standards, the ACFID Code of Conduct and other best practice guidelines.
- Support the HP in conducting periodic assessments of safeguarding, gender equality, disability inclusion and environmental considerations.
- Follow and assist in maintaining AHF International Procedures Manual (IPM), programs templates, and relevant policies.
- Assist in gathering information re development and NGO sector trends in the Himalayan region on environment and climate change, and in providing recommendations for program improvement.

### **II. Coordination and Communication**

- Maintain relationships and efficient communication mechanisms with AHF partners and internal stakeholders including AHF team in Australia and the Himalaya, pro bono advisors, consultants, interns and volunteers.
- Maintain and build relations with external stakeholders in the environment and climate change sector.
- Participate in the Programs Advisory Committee (PAC), ACFID and DFAT sessions as relevant.
- Assist in overseeing the work of AHF contractors and volunteers when relevant.
- Assist the HP in drafting programs updates, reports and summaries, meeting agendas and minutes.

### **III. Program and Partnerships Management and Development**

With oversight and direction from the HP:

- Support in-country partners to deliver and report on environment and climate change

programs effectively, ensuring implementation of sound monitoring and evaluation processes.

- Ensure regular receipt of progress and completion reports (including financial) for each relevant project, review reports and liaise with partners for completion.
- Maintain project risk matrices including child safeguarding and PSEAH risks, and risks of fraud, corruption and terrorism. Assist in reviewing partner due diligence requirements and in monitoring and updating partner capacity strengthening plans.
- Support partners to meet AHF compliance requirements.
- Assist the HP in submitting proposals to donors as relevant.
- Maintain robust filing systems for all program and partnership management.
- Ensure Program Management tracker is regularly updated.
- Ensure counter-terrorism checks and safeguarding processes are undertaken in a timely manner and appropriately recorded.

#### **IV. Budget and Financial**

- Assist the HP with the preparation and tracking of the annual IP budget.
- Work with the HP and Finance Officer to ensure that environment and climate change project budgets and overseas financial records and funds transfers are documented and filed.
- Review project financial reports and ensure accurate information is received, and acquittals are completed.

### **SKILLS AND EXPERIENCE REQUIRED**

#### **Essential Skills:**

- Studies in International Development, international relations, climate change and/or environment
- Strong project management skills, organisational skills and the ability to handle multiple projects simultaneously while adhering to deadlines.
- Demonstrated experience in working in a cross-cultural environment
- Proactive/collaborative approach to building relationships
- Ability to work independently
- Solid data entry skills with an emphasis on accuracy and attention to detail
- Excellent interpersonal, oral and written communication skills, including the ability to communicate with people from a broad range of backgrounds
- High level of computer literacy and knowledge of various computer applications

#### **Desirable:**

- Understanding of DFAT Accreditation process and ACFID Code of Conduct
- Understanding of and experience managing budgets

- Experience in the not-for-profit / charity sector
- Understanding of child safeguarding, PSEAH, gender, disability and/or social inclusion policies and procedures
- Proficiency in Nepali/ a Himalayan language
- Proficiency in Google drive

This is a 3 day per week role. The hours of work can be flexible and the role can be done from home or office but some meetings will need to be attended in Sydney, Australia.

AHF is committed to child safeguarding and the prevention of sexual abuse and exploitation. Any offer of employment will require a Working With Children Check and endorsement of AHF's Code of Conduct and Child Safeguarding Code of Conduct. You must have the right to live and work in Australia to apply for this role.

AHF is proud to be an equal opportunity employer. We are committed to hiring the best candidate for the job regardless of race, color, ancestry, religion, gender, national origin, sexual orientation, age, marital status or disability. AHF staff members are required to have full vaccination against COVID.

Please email a copy of your CV along with a cover letter **addressing the above criteria** to Corinne Stroppolo at [info@ahf.org.au](mailto:info@ahf.org.au) by Wednesday 26 October 2022. Please put "Program Officer" in the email subject line.