

## POSITION DESCRIPTION

Position Title	Program Manager
Location	RACS Country office at HNGV in Dili, Timor Leste
Functional Area	Global Health Operations Portfolio
Date	July 2020
Reports To	RACS Timor-Leste Country Manager
Direct Reports	In-country staff: National Coordinator and Program Support Officer
Primary Objective	To effectively plan, design, implement and manage the RACS Global Health program in Timor-Leste. In this role, the Program Manager will provide on-going technical direction for the program and ensure implementation of activities progresses according to agreed annual plans and budgets. The Program Manager will develop rigorous monitoring and evaluation plans to assess progress towards achievement of outputs and outcomes and assessment of emerging impact. The incumbent will be expected to provide program and management support to the Country Manager. This includes management and supervision of local staff, external stakeholder management, preparation of technical program reports and management of program expenditure to ensure timely and accurate reporting and fulfilment of all contractual obligations to donors.
Key Internal Relationships	Head, Global Health Program and Operations Manager Grants and Partnership Manager Monitoring, Evaluation and Learning Senior Advisor Medical Equipment Coordinator Volunteer Engagement and Mobilisation Advisors Finance Staff Surgical Speciality Coordinators RACS employed clinicians in Timor-Leste Fellows of RACS (FRACS)
Key External Relationships	Australian Embassy/Department of Foreign Affairs and Trade (DFAT) DFAT Managing Contractors Ministry of Health (MoH), Timor Leste Universidad Nacional Timor Lorasae (UNTL) Hospitals and Community Health Centres in Timor Leste Australian NGO partners Local NGO and CBO partners World Health Organisation Timor-Leste Clinical Volunteers Other program donors
Primary Responsibilities	<b>Program Leadership and Development</b> <ul style="list-style-type: none"> <li>Contribute to the development of the RACS' Global Health Strategy</li> <li>Contribute to the development of the Timor-Leste Program Strategy</li> <li>Proactively identify opportunities to sustain program growth</li> <li>Plan and design quality projects and programs that align with the Timor Leste Program Strategy and the RACS Global Health Strategy</li> </ul>

	<p><b>Program and Contract Management</b></p> <ul style="list-style-type: none"> <li>• Develop annual activity plans in collaboration with implementing partners</li> <li>• Coordinate the provision of technical support for projects and programs</li> <li>• Identify, address and manage risks to the program</li> <li>• Assist with negotiating, preparing, and reviewing program contracts, agreements and reports</li> <li>• Ensure all program documentation is stored using RACS naming conventions</li> <li>• Communicate progress and achievements of the program to various stakeholders to promote the work of RACS in Timor Leste</li> </ul> <p><b>Stakeholder Engagement</b></p> <ul style="list-style-type: none"> <li>• Build and sustain effective partnerships with in-country counterparts and implementing partners</li> <li>• Ensure partnerships and implementing arrangements are documented in current Memorandums of Association and Partnership Agreements</li> <li>• Support partners to engage in self-directed capacity assessment and assist with appropriate capacity development strategies</li> <li>• Develop and maintain effective networks with stakeholders essential to the success of program</li> <li>• Represent RACS in the absence of the Country Manager</li> </ul> <p><b>Monitoring, Evaluation, Learning and Research</b></p> <ul style="list-style-type: none"> <li>• Develop effective monitoring systems and tools to ensure that relevant disaggregated data sets are collected, analysed, stored and used for monitoring, evaluation, learning and research</li> <li>• Monitor and report to donors on the implementation of projects and programs using appropriate reporting templates</li> <li>• Undertake ongoing contextual analysis and targeted research to sustain an expansive knowledge base and to contribute to program learning</li> <li>• Undertake regular assessment of program strategies dealing with cross-cutting issues to ensure that there is alignment with RACS Global Health policies and procedures</li> <li>• Undertake focused research to contribute to further program learning</li> </ul> <p><b>Financial Administration</b></p> <ul style="list-style-type: none"> <li>• Contribute to the review and development of annual budgets for programs and projects, in accordance with contractual requirements</li> <li>• Monitor, analyse and report on project/program revenue and expenditure in required formats</li> <li>• Ensure adequate preparation of financial documentation to support invoicing</li> <li>• Manage timely and accurate payment of invoices and remittance of funds</li> </ul>
<p><b>Essential Skills, Qualifications and Personal Attributes</b></p>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Post-graduate qualification (Master of Public Health or International Development)</li> <li>• Experience in developing and implementing strategies to mainstream gender, disability inclusion and child safeguarding into health programs</li> </ul> <p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• University degree in a relevant field</li> <li>• Experience in, or knowledge of health and human resources in Timor Leste and an understanding of bilateral relations</li> </ul>

	<ul style="list-style-type: none"> <li>• A proven track record managing complex, donor-funded programs in the health and specifically the clinical services sector</li> <li>• A minimum of five years' experience in health and development programming in low and middle-income countries</li> <li>• Highly developed cross-cultural interpersonal and communication skills with a demonstrated capacity to build positive relationships and networks, working effectively across a broad range of stakeholders</li> <li>• Strong analytical skills and the ability to think strategically</li> <li>• Ability to manage, supervise and build the capacity of other RACS staff</li> <li>• Ability to work within a team in a flexible and co-operative manner</li> <li>• Highly developed organisational skills in maintaining and implementing effective administrative systems and procedures</li> <li>• Ability to coordinate tasks, set priorities and work to timelines</li> <li>• Strong attention to detail and accuracy</li> <li>• Strong report writing skills</li> <li>• Fluent in spoken and written English</li> <li>• Fluent in spoken and written Tetum</li> </ul> <p><i>RACS is a child-safe organisation. This role is subject to a National Police Check, Working with Children Check, and signing of RACS' Child Safeguarding Code of Conduct and Prevention of Sexual Exploitation Abuse and Harassment Policy.</i></p>
<b>College Competencies</b>	<ul style="list-style-type: none"> <li>❖ strives to achieve strategic objectives</li> <li>❖ seeks to find better ways of working and increase stakeholder value</li> <li>❖ works collaboratively and demonstrates sound reasoning</li> <li>❖ effectively prioritises work and meets deadlines</li> <li>❖ team player, models RACS values</li> <li>❖ works with colleagues across RACS in the achievement of objectives</li> <li>❖ strives to grow professionally and is open to feedback</li> <li>❖ flexible and adaptive</li> </ul>

Enquiries about the position should be directed to the RACS Timor-Leste Country Manager at

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