



EMPLOYEE POSITION DESCRIPTION

AWP Program Manager

Location	Canberra, Australia	Date	05/09/2017
Employment Type	Full time, Fixed term (aligned with DFAT funding via the AWP Grant Agreement)		
Role Summary	The Program Manager is responsible for the management of the demand-led proposals pipeline, selection and preparation of full proposals for AWPAC endorsement, and contracting, management, evaluation and reporting on projects once approved. The Program Manager contributes to AWP's strategic planning, communications, marketing, corporate reporting and financial administration.		
Reports	Reports to: CEO Works with: Communications and Marketing Officer, EWL Corporate Services Manager, and Partnerships & Knowledge Manager. Supervises: Program team staff Key relationships: Project partners, Expert Reference Panel		
Core accountabilities			
Program management <u>Program management systems</u> <ul style="list-style-type: none"> Ensure AWP, in collaboration with EWL corporate services, employs efficient project and program management systems, covering all normal functions as well as monitoring and evaluation, gender equality and social inclusion, communications, financial and reporting requirements. <u>Core AWP Grant</u> <ul style="list-style-type: none"> Maintaining the list of concept proposals received by AWP via the Partnerships and Knowledge Manager or CEO (the proposal pipeline) Organise a periodic assessment of concept proposals based on AWP portfolio assessment criteria. Request full proposals from selected concept proposals. Submit full proposals to AWPAC for endorsement. Arrange contracts for proposals once endorsed by AWPAC and approved by CEO and Chair, or approved by CEO directly within delegation Monitor progress of proposals against milestones Provide assistance to project teams as required Ensure collection and integrity of project information for communications, adoption, M&E and GESI as per project plans Provide project information to Communications & Marketing Officer in timely way for AWP publications, website and promotions Develop and implement project management systems and tools for the management of existing and the development of new programs, internal systems and partner activities <u>Fee for service</u> <ul style="list-style-type: none"> Maintain the list of fee-for-service contracts from DFAT Implement fee-for-service contracts requests from DFAT including reporting requirements Strategic <ul style="list-style-type: none"> Contribute to AWP strategic planning Align program management processes to support AWP strategic directions Governance <ul style="list-style-type: none"> Prepare papers for AWPAC and eWL Board meetings for AWP programs Implement AWPAC decisions relevant to program management Relationship management <ul style="list-style-type: none"> Maintain existing business relationships in support of AWP programs Support AWP partners as required Marketing, Communications & Events <ul style="list-style-type: none"> Support marketing and communications activities as needed Generate, manage and present materials and content for conferences, written publications and other forums as necessary 			

<ul style="list-style-type: none"> Assist with materials for corporate reporting Represent the AWP in Australia and abroad in forums as required by the CEO 	
<p>Monitoring & Evaluation and GESI</p> <ul style="list-style-type: none"> Assist AWP M&E and GESI experts implement their activities through the program and project management processes <p>Financial</p> <ul style="list-style-type: none"> Maintain detailed budget and forecasting spreadsheets with adequate analytical and reporting capabilities <p>Corporate services</p> <ul style="list-style-type: none"> Assist Corporate Services Manager in activity reconciliations as needed Assist with record keeping and audit procedures as needed <p>General/other activities</p> <ul style="list-style-type: none"> Adhere to all eWL and AWP policies including travel, GESI and risk management Work collaboratively within a small team Other duties as required 	
Personnel Specification	
Qualifications, knowledge and experience	<p>Qualifications:</p> <ul style="list-style-type: none"> Tertiary qualifications or equivalent in water resources and/or international development or similar relevant discipline(s) <p>Knowledge:</p> <ul style="list-style-type: none"> Knowledge of water resources and international development are desirable Program or project management knowledge is essential <p>Experience Required:</p> <ul style="list-style-type: none"> Minimum 10 years' experience in water resources, international development or similar Minimum 5 years' experience in project/program management
Skills and attributes	<p>Skills:</p> <ul style="list-style-type: none"> Proven track record in effective project/program management including task and time management to ensure effective delivery of program activities Strong collaboration and high-level stakeholder management skills across the water sector, government, tertiary institutions, non-profits and industry Demonstrated understanding of program monitoring and evaluation. Demonstrated ability to lead and coordinate activities across multi-disciplinary teams and/or organisations High-level analytical skills and the ability to use initiative Demonstrated ability to apply judgement in a complex environments and negotiations <p>Attributes:</p> <ul style="list-style-type: none"> Demonstrated ability to think and act strategically Ability to effectively solve problems both independently and within team environments Demonstrated ability to prioritise workloads and meet deadlines Ability to demonstrate initiative and work autonomously Being a strong team player
Other	<p>Essential:</p> <ul style="list-style-type: none"> Ability to work flexible hours and travel as required Eligible to work in Australia <p>Desirable:</p> <ul style="list-style-type: none"> Understanding of the Australian and international water sectors Experience working in developing countries or working in cross-cultural situations Experience in policy, management and capacity building/education