# Australian Lutheran World Service

## Job Description for the full-time position of

## PROGRAM OFFICER

The Program Officer shall operate as part of the ALWS Programs Team providing support across all ALWS country programs and managing an allocated country program. They shall be responsible to the Program Director. His/her duties shall include the following:

1. Manage an allocated country program including:
   1. Participation in the design & evaluation processes of the Program.
   2. Annually monitoring in-country (when travels permits) or virtually, producing documents which record the progress of the program against set objectives and development principles, analyse contextual and staffing issues, financial and policy compliance, and provide recommendations to the program for continual improvement.
   3. Monitoring, analysing and responding to regular budgets, monitoring and financial reports and audits from the program partner.
   4. Maintaining productive and professional communication with the program partner.
   5. Monitoring and managing compliance with Agreements.
   6. Monitoring, analysing and synthesizing information relating to program effectiveness and recording information in set ALWS formats.
   7. Facilitating regular Financial Management Assessments with finance staff in the partner program.
   8. Overseeing timely and accurate transfer of funds to the partner program.
   9. Collaborating with ALWS Community Action Team to provide data, resources and support for communications and related requests.
   10. Providing technical advice and programming support to the partner program in the policy areas including, but not limited to, Safeguarding, child protection, gender justice and disability inclusion.
   11. Ensuring required anti-terrorism procedures are followed.
   12. Monitoring of and reporting on the risks in the Program and contributing to management of risks.
   13. Participation in scheduled Program Partner fora and other relevant meetings.
   14. Preparation and submission of the relevant country program reports for submission to ALWS Management & Board.
2. Provide support across all program work areas including:
   1. Engaging with and providing feedback on program appraisal processes, Partnership and Partner Practices Reports, ALWS field monitoring reports.
   2. Participating in at least one quarterly partner meeting for other ALWS country programs.
   3. Facilitating overseas funds transfer processes including ensuring up-to-date anti-terror checks and finance acquittal reports; completing Payment Authorisation Forms; sending out Notification of Transfers; tracking and filing acknowledgement of receipts; and updating Overseas Funds Transfer tracking sheets.
   4. Supporting program financial management processes including reviewing financial and audit reports against ALWS set checklists.
   5. Supporting program risk reporting processes including updating the quarterly program risk summaries.
   6. Supporting the roll up and analysis of program and partnership information relating to all country programs into the Program Effectiveness Analysis Tool.
   7. Engaging with the development and review of ALWS Program Management systems, tools and templates.
   8. Supporting partner health check processes - sending out surveys and collating feedback.
   9. Supporting processes around ALWS commissioned evaluations and audits – recruiting consultants, screening candidates, managing payments etc.
   10. Supporting cross-country learning events such as trainings, online workshops and webinars.
   11. Supporting programs information management processes such as reviewing the program filing systems, updating program folders, and updating the zip file of ALWS policies and Code of Conduct listed in Program Agreements and emailed to partners.
   12. Coordinating the publication of ALWS quarterly program newsletter *Share Learn Grow.*
   13. Contributing to ALWS compliance processes e.g., DFAT accreditation and ACFID self-assessments.
3. Lead ALWS’ policy on counter terrorism, providing technical support to ALWS staff and partners, developing and implementing plans for building capacity of partners and networks to implement policies and best practice, reviewing this policy as relevant to ensure compliance with best standards, and submitting amendments (where necessary) for approval through the Program Director.
4. Seek professional development opportunities and undertake desk-based research of expert material to inform program development, policy and practice.
5. Have a detailed knowledge of and capacity to apply the policies, principles and systems of ALWS, the ACFID Code of Conduct, and other standards to which ALWS may commit itself from time to time.
6. As a member of the ‘Across Regions’ sub-program team, provide back-up support to the Humanitarian Coordinator, remaining abreast of main developments within relevant emergency responses and undertaking support functions as required.
7. Participate actively in ACFID, including the relevant Communities of Practice for allocated policy areas and country programs.
8. Perform such duties as may be assigned to him/her by the Program Director from time to time, especially during times when emergency responses are minimal.