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## Role Description

### Program Officer

#### About our Organisation

The Women's Fund Fiji is an empathetic and adaptive feminist fund working to influence and mobilise financial and non-financial resources for feminist and women's rights organisations and movements, so they can progress the human rights of women, girls, and gender non-conforming people in Fiji.

We are relevant, effective and demonstrate value for money, adaptive and flexible, proud of our high-capacity team, effective in our dual approach to funding, capacity development and movement building, and reaching rural and remote communities.

We will address the problem of the unequal flow of financial and non-financial resources from donors, funders, power holders and decision makers to feminist and women's organisations and movements in Fiji.

#### Objective

The Program Officer provides support in all areas of activity management, planning, implementation, monitoring and reporting of Fund activities. The role works closely with other members of the Fund implementation team to ensure that grantee activities are managed efficiently and effectively. The role reports to the Senior Program Manager.

#### Outcomes

##### Organisational Stakeholders

##### 1. Effective Programme Planning and Execution

- Appropriate information and analysis provided to ensure support to the annual planning function of WFF
- Effective management of grant application processes
  - Including application submissions, responding to queries, undertaking due diligence checks, development of grant agreements, implementation of orientation sessions
- Effective execution of strategic plan programmes and projects deliverables ensured
  - Efficient grant portfolio management and timely outcomes ensured
  - Activity reports prepared, reviewed and submitted in compliance to donor and WFF requirements
- Relevant performance targets for WFF's programmes and activities achieved and/or outperformed
- Programme and project managed in collaboration with relevant stakeholders (internal and external)
- Collaborate with Senior Program Manager and project costs maintained within budget
  - Increase in programme funding allocation achieved
- Contribute to the Fund's localisation and resource mobilisation activities
- Follow up on programme progress ensured

## Outcomes

### 2. Establishing Repute with Partners/Grantees

- Capacity development for grantees ensured in the areas including but not limited to finance management, child protection, monitoring, evaluation and learning and gender equality and social inclusion effectively supported in collaboration with Senior Program Manager
- Administrative support and participation provided to the Funds Grants Committee
- Support provided to the monitoring and evaluation of grant and capacity development activities to inform Fund performance reporting and decision-making
  - Including field visits to monitor grantee performance
- Preparation and contribution to funding proposals are timely and accurate
- Widespread dissemination of grant information, including their availability and purpose, to relevant entities, with a focus on rural and remote areas ensured
- Accountability to partners ensured through effective reporting and effective decision-making
  - Reporting schedule formulated and adhered to
- Quality standards for programme and funding acquittal reporting maintained
- Grant/TOR – Successful negotiating for the terms of the grant agreement ensured

### 3. Stakeholder Engagement Ensured

- Effective capacity building, peer learning and knowledge exchange opportunities (domestic, regional and international) for stakeholders ensured
  - Effective use of MEAL results are used to support capacity building
- Relationships with a wide range of partners and service providers supports coordinated program planning and implementation
- Inclusive relationships and synergies between WFF, donors and implementing partners efficiently and effectively managed/optimised
- Assistance provided with the information dissemination protocols for all programmes, special projects and training information ensured
  - Effective use of the WFF Communications team enhance information dissemination and training

### 4. Accurate and Timely Programme Reporting

- Timely provision of relevant and accurate programme and project related information/reports provided to Partners and WFF
- Senior Program Manager is advised of risks including management accountability issues amongst grantees and support provided to grantees to manage these risks/issues
- Effective monitoring of grant implementation ensured and timely and relevant information provided to team members, DFAT and Fund stakeholders to ensure that key learnings, challenges are regularly discussed and fed into Fund's decision-making processes
- Strategic feedback to the Fund Management on the grant mechanism, including analysis of funding portfolios provided

## Outcomes

- Effective contribution to the development of the Funds key reports including the Six Monthly and Annual Progress Reports
- Timely and accurate submissions of quantitative/qualitative data ensured for executive decision-making
  - All program data collected and collated from trustworthy sources
  - Advice sought from the MEAL team as the need arises to ensure robust reporting
- Contribute to developing the Fund's communication and knowledge products

### 5. Teamwork and cooperation

- Team work ensured – working with various and diverse groups of people
- Cooperation within the Projects team
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

### 6. WFF's reputation and value standards demonstrated and promoted

- Teamwork encouraged and promoted for the benefit of WFF
- Encourage team members to uphold reputation and value standards

## Responsibilities - Critical Competencies

### Competence

### Description

#### Business

Business Performance	Manage performance levels against set deliverables.
Risk Management	Monitor and report on the risks for a work group or a project.
Planning	Develop a detailed work plan to achieve specified objectives.
Resource Management	Schedule resources over multiple work teams or units to maximise their effectiveness and achieve objectives; monitor the outcomes.
Information Analysis	Investigate topic by sourcing, analysing, investigating and interpreting data.
Documentation	Present information in a report that explores the links between the issues and draws conclusions.
Communication	Communicate by conveying key issues and points through structured questioning and listening.

#### Stakeholder

Stakeholder Commitment	Seek, act upon, and follow through on stakeholder feedback regarding products or services provided.
Relationship Building	Build long-term relationships working as a trusted advisor.
Quality Focus	Monitor outcomes: inspire and support others to achieve the quality standards.

Competence	Description
<b>People</b>	
Facilitation	Ensure work delegated is completed in an effective and timely manner, accepts accountability.
Problem Solving	Address the wider implications, consequences or causal relationships in a non-routine problem
Self-Management	Motivate self to produce outcomes by organising and prioritising your work.
<b>Professional</b>	
Technical Strength	Analyse a problem and develop the solution using standard procedures and methods – technical specialist.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Degree	Arts in the Social Sciences, Development Studies	or relevant discipline
<b>Desirable</b>		
Higher Degree incl. Post Grad Cert or Dip	Project Management	Or recognised training program in project management

## Work Knowledge and Experience

Proven project/programme planning experience at the management level

Proficient in Microsoft Office, including Excel and PowerPoint

A minimum of five years of work experience in grants management or related field preferably in dealing with donor funded organisations

Outstanding communication and facilitation skills, with experience conveying complex information to stakeholders

Excellent analytical and report writing skills

Experience in the Fiji women's movement, particularly in gender equality and women's empowerment related program development, desirable

Thorough understanding of gender and development issues in Fiji

## Requirements

### Language Proficiency

Excellent command of written and spoken English

Native language proficiency (Hindi/iTaukei)

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## Requirements

### Regulatory Compliance Requirements

Police Clearance

Driver's License (not mandatory but is preferred)

## Interactions

### Interaction

### Comments

#### Internal

All Staff

Senior Program Manager

#### External

Partners/Grantees

Relevant Stakeholders

Community

Civil Society Organisations

Donors

## Attributes

### Behavioural Styles

Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Enthusiastic	Shows high levels of excitement and interest, and expresses positive feelings.
Punctuality	Completes a required task or fulfils an obligation before or at a previously designated time
Resilient	Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

### Interpersonal Styles

Perceptive	Shows keen insight and understanding of issues or situations.
Realistic	Shows concern for facts and reality, rejecting the impractical.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Numerate	Shows abilities in quantitative thought and expression.
Well organised	Controls tasks in a well thought out and critical manner.