

Job Description	
Position:	Development Programme Coordinator, Dili
Contract:	Individual Employment Contract
Hours of work:	37.5 hours per week
Responsible to:	Manager – New Zealand Aid Programme
Responsible for:	Nil
Functional relationships:	Manager – New Zealand Aid Programme, staff of the New Zealand Embassy, New Zealand Ministry of Foreign Affairs and Trade (MFAT) in Wellington, Timor-Leste Government, implementing partners, civil society, other development partners and stakeholders.
Delegations:	Nil
Purpose:	To assist in the coordination, implementation and management of New Zealand's development assistance programme in Timor-Leste.
Key accountabilities:	
<p>Programme Management</p> <ul style="list-style-type: none"> • Lead and manage development interventions through the programme management cycle (i.e. identification, feasibility, design, appraisal, implementation, and monitoring and evaluation), ensuring programme compliance and consistency with New Zealand and Timor-Leste Government policy. • Prepare progress and evaluation reports on development programmes, including appraisal, monitoring and review of proposals. • Promote cooperation with partners to ensure programme implementation is in line with agreed strategies, Timor-Leste and New Zealand Government policy, principles and process. • Provide support to the Aid Programme Manager in the administration and implementation of bilateral, regional and humanitarian programme activities. • As directed, represent New Zealand at meetings with government, civil society and other development partners. • Initiate and participate in the tendering of work including the development of terms of reference and contractor selection processes. <p>Programme Administration</p> <ul style="list-style-type: none"> • Respond to telephone, written correspondence and personal enquiries on New Zealand's development assistance programme and activities in a timely, accurate and polite manner. • Explain objectives of New Zealand's development assistance programme through the provision of written information, awareness raising and liaison with government, civil society and other development partners. 	

- Coordinate programme visits by MFAT staff and consultants.
- Organise meetings with partner government, civil society and other stakeholders.
- Maintain accurate paper and electronic records for programme activities.
- Assist in the administration of activities.

Financial Management

- In areas of responsibility, maintain and provide up to date records of programme expenditure.
- Administer the financial management and accountability systems for projects, agency payments or grants.
- Monitor and check information on budgetary cost components such as labour, accommodation, equipment, transportation and other anticipated costs.

Monitoring & Evaluation

- Monitor all development activities of responsibility to ensure progress towards achievement of objectives and the proper use of funds.
- Provide timely feedback to project partners on progress of projects, and constructively raise concerns if necessary.

Managing Relationships

- Manage relationships between New Zealand Embassy staff, MFAT, Timor-Leste partner agencies, government, civil society, consultants and other stakeholders.
- Coordinate with other development partners regarding specific programme areas.
- Facilitate the resolution of problems/conflicts that may arise during the programme management cycle.

Strategy and Policy

- Keep abreast of and apply all MFAT and New Zealand Aid Programme policy and strategy documents/developments.
- Contribute to the strategic development of the programme by providing local perspective and knowledge.
- Contribute to the development and appraisal of New Zealand Aid Programme policies and guidelines, providing feedback on their strengths/weaknesses in relation to their application in Timor-Leste.

General

- Other duties as required, including back-up for other Embassy staff.

Person specification	
Position	Development Programme Coordinator, Dili
Knowledge, experience, skills and attributes required for the position	<ul style="list-style-type: none"> • A tertiary qualification and three years relevant professional experience in development. • Experience in administration, coordination or management role in government, community or international development initiative. • Detailed knowledge of Timor-Leste government processes and sectors, and knowledge of community and capacity development approaches. • Ability to plan, organize and monitor tasks at strategic, programming and project levels while maintaining a clear focus on sustainable outcomes. • Excellent analytical skills with demonstrated ability to analyse and interpret data, and take initiative to seek further information when required. • Ability to effectively prioritise and organize own workload around competing priorities. • Financial and budget management experience. • Ability to produce reports and documents efficiently and accurately. • Expert computer skills across the range of Microsoft Office products. • Team work and a willing, inclusive and effective team player. • A high standard of written and oral skills in English and Tetun, including the ability to present and effectively debate complex issues. Excellent listening skills. Portuguese language skills an advantage. • Ability to deal with difficult situations and to develop appropriate responses based on sound judgement. • Ability to develop professional relationships of trust and confidence. Able to develop equitable partnerships. • Ability to work effectively in a cross cultural environment. <p>Other</p> <ul style="list-style-type: none"> • Driver's license • Passport