

**Position: WASH Program Manager**

**Location:** This position is based in Melbourne, with some travel required.

**Tenure:** Full-time – Six months renewable

**POSITION SUMMARY**

The WASH Program Manager is responsible for the oversight and management of the *Western Pacific Sanitation Marketing and Innovation Project*(WPSMIP).

WPSMIP is funded by the Australian Government and is being implemented in Vanuatu, Solomon Islands, PNG and Fiji by a consortium of Live & Learn (Lead), International Women’s Development Agency (IWDA) and International Water Centre (IWC) working alongside in-country locally registered offices of Live & Learn. The main focus of the program is the development and establishment of community-based sanitation enterprises in peri-urban, informal settlements, whilst also facilitating an optimal enabling environment for these enterprises to succeed and thrive. The Program also aims to improve sanitation and hygiene outcomes in schools, by working with a range of Change Agents.

The WASH Program Manager is to manage relationships with Partners, Donors, Fund Management, and their representatives, and hold key responsibility for planning, budgeting and reporting for the program as a whole. Management and coordination of Live & Learn teams and Partners across multiple offices to deliver the program effectively will be of high importance and major focus of the role.

The WASH Program Manager will also contribute to the organisational management of Live & Learn, working with a range of managers. This will include ensuring WPSMIP upholds Best Practices and leads continual improvement in the organisation.

### KEY RELATIONSHIPS

Reports to: International Program Manager

Internal: In-country Project Managers, Finance Manager, Technical Advisor, Project & Performance Coordinator

External: CS-WASH Fund, DFAT, International Women’s Development Agency (IWDA), International Water Centre (IWC)

**KEY RESPONSIBILITIES**

**1. Project planning**

* + Oversee project planning and budgeting for WPSMIP
  + Ensuring partners, in-country teams and other stakeholders are co-ordinated and working in synergy towards agreed outcomes
  + Strategize with relevant staff and partners most effective approaches towards Program objectives

**2. Budgeting and financial management**

* + Work with the Finance Managers to ensure efficient and effective use of Program and office finances, according to planned budgets and good financial practice
  + Work with the Finance Manager to complete acquittals, reports, budget revisions and other financial requirements as requested by Live & Learn or the donor/Fund Manager.
  + Work closely with Finance Managers, Technical Advisor, and Project Managers to ensure that project activities and operational requirements are appropriately funded.
  + Guide and support in-country Project Managers and Finance Managers in budget planning and preparation, reporting, and acquittals, including supporting ongoing improvement of systems.
  + Oversee and approve invoice payments, financial reports and budgets.
  + Form a part of the Live & Learn Finance Team, attending meetings and contributing to the financial and operational management of Live & Learn.

**3. Human Resource Management and Team Coordination**

* + Ensure that the program is adequately resourced to achieve objectives, through full in-country teams, support from Live & Learn Melbourne and external support from partners and consultants.
  + Monitor and strengthen accountability, remuneration, and performance management systems and processes within the Program and Live & Learn network.
  + Work closely with Project Managers and other staff to ensure strong coordination and delivery of Program.

**4. Technical progress and strategy**

* + Support the Technical Advisor to monitor and guide Program implementation and make changes where needed.
  + Contribute to relevant research, ongoing policy and program development and regional, country and thematic frameworks.
  + Contributing to ongoing program development within regional and thematic frameworks.
  + Provide strategic direction and guidance to in-country teams on WPMSIP

**5. Compliance and processes**

* + Ensure all facets of WPSMIP are compliant and achieve the requirements stated in the most recent version of the Live & Learn Good Practice Manual and Live & Learn Financial Policies and Procedures Manual, as well as Donor and Contract requirements.
  + Contribute to the ongoing development of Live & Learn’s policies and procedures as they relate to overseas programs.
  + Coordinate with relevant Managers across the network to develop consistency and shared understandings of implementation of processes.

**6. Monitoring, evaluation, and reporting**

* + Oversee Program Monitoring & Evaluation and Action Research approaches, to support improvement of strategies, plans, and implementation.
  + Manage and conduct internal monitoring and evaluation of project progress, approach and performance, budgets and staff performance.
  + Be responsible for the preparation and submission of reports as required for the partner, donor and Live & Learn management and Board, including monthly, 6-monthly and annual reports to CS-WASH Fund.
  + Ensure punctual delivery of regular reports from Project Managers, partners, etc, and to Program stakeholders.
  + Coordinate with the Fund Management and Monitoring & Evaluation Review Panel on M&E and reporting, identification of issues or variations, and implementation of changes.

**7. Information Management, Knowledge & Learning**

* + Manage delivery of Knowledge & Learning aspects of WPSMIP.
  + Strengthen Information Management systems and practices between country offices and partners.
  + Document stories and lessons learned through program to contribute to program and project development and organisational learning; and to inform a range of audiences through Live & Learn publications, sector working groups, and other public forums
  + Facilitate and promote information sharing with partners and communities.

**8. General**

* + Develop and maintain positive and responsive professional relationships internally and externally.
  + Uphold the mission and values of Live & Learn.

### SELECTION CRITERIA

**Qualifications/Experience:**

1. A post-graduate qualification in a relevant area
2. At least ten years experience in similar roles

### Skills & Abilities:

1. Experience in managing international, multi-year projects
2. Knowledge of water, sanitation and hygiene projects
3. Demonstrated practice in implementing projects in the Pacific region
4. Financial management experience, including designing budgets, planning, forecasting, monitoring and coordinating annual acquittals
5. Highly developed writing skills for proposal development, stakeholder reporting, promotional and educational materials
6. Ability to foster a collaborative team environment, and work with a range of stakeholders and partners
7. Excellent organisational skills including the capacity to prioritise and to meet deadlines
8. Maturity of judgement
9. Experience working in the not-for-profit sector

**Personal Qualities:**

Maturity of judgement, flexibility, creativity, responsiveness, initiative, ability to empower others, ability to follow through, ability to take a considered approach, ability to work within an organisation, openness to learning, a sense of humour and a strong personal commitment to international development and protecting the natural environment and the many people depending on these for their survival.

### APPLICATION PROCESS

Please send a CV and cover letter addressing the selection criteria by email to [recruitment@livelearn.org](mailto:recruitment@livelearn.org), using the subject line: **WASH Program Manager application**, by 8th December 2017.

In your application please respond briefly to the Essential Selection Criteria, in no more than 2 pages.

**OTHER INFORMATION:**

For further information on the project see: <http://www.livelearn.org/projects/sanitationmarketing-western-pacific> or [https://thewashbusiness.wordpress.com/.](https://thewashbusiness.wordpress.com/)

Live & Learn are an equal opportunity employer. We are committed to the wellbeing and safety of all children, and employees are required to agree and abide by our Child Protection and Fraud Control Policies, our Good Practice Manual, and follow our Code of Conduct.