



## POSITION DESCRIPTION

**POSITION TITLE:** Project Manager International Development, part-time (0.8 FTE)

**LOCATION:** Canberra

**REPORTS TO:** Operations Manager

**DATE:** June 2019

**TYPE OF EMPLOYMENT:** One-year contract with option to extend

**AWARD/AGREEMENT:** \$70,000 to \$80,000 pro-rata (this includes \$15,900 non-taxable fringe benefit) plus 9.5% super

**EXPECTED START DATE:** August 2019

### PURPOSE OF THE POSITION

The Project Manager will work closely with the Operations Manager and the Program Team to manage the implementation of a portfolio of international projects. The Project Manager will ensure projects meet their KPIs and are implemented on time and on budget.

### POSITION IN CONTEXT

Australian Business Volunteers (ABV) began in 1981 as an Australian Government initiative. Now an independent not-for-profit, ABV has placed close to six thousand skilled business professional and pro-bono employees on capacity building assignments over three decades, in the Asia Pacific and beyond.

ABV aims to strengthen communities through business, towards inclusive and sustainable development that leaves no one behind. ABV is unique in its modality of implementing projects by deploying skilled business professionals that donate their time, drawn from its registry of senior professionals and small business owners. Our skilled business professionals bring extensive experience to each project along with an independent and altruistic approach that promotes people-to-people links, effective skills transfer and ongoing mentoring.

ABV collaborates with our partners to create effective development programs which are customised, needs-based, and community driven. Acknowledging the multiple factors which can inhibit sustainable and inclusive development, ABV works to strengthen the private sector in variety of different ways, from small business mentoring to economic institutional strengthening programs. ABV offers six main programs. ABV offers the following six main programs in countries in Australasia and the Asia Pacific: Bespoke projects aimed at institutional strengthening; Corporate Skilled Volunteering; Mentorship Programs, Women's Empowerment & Economic Participation, and our-signature training programs known as Your Enterprise Scheme (YES) and Better Business Governance (BBG).

## **AUTONOMY OF THE POSITION**

We are seeking a self-motivated professional and team player who is able to prioritise and manage competing demands with minimal supervision. The successful candidate will be service-oriented, highly organised and capable of working to tight deadlines. Confidentiality is required of the position holder in respect of ABV business and in working with our clients, communities, and our esteemed skilled business professionals.

## **POSITION DUTIES**

- Together with the Operations Manager, manage the planning, implementation and monitoring & evaluation of the projects to ensure quality program performance
- Maintain the project risk register and ensure the effective implementation of the risk matrix (e.g. financial, reputational, personal safety and security risks) for project success
- Continually monitor and evaluate each step of a project to ensure that it is meeting budgetary and deadline goals.
- Regularly conduct project health checks to inform staffing needs, schedule changes, budget modification and project scope adjustments.
- Create and maintain reports addressing all aspects of project development and completion on a regular basis
- Build and maintain relationship with internal and external stakeholders
- Supervise, coach and mentor in-country staff to ensure they fulfil their job responsibilities.
- Ensuring compliance with ABV and its donors' policies and procedures.
- Other project duties as required.

## **SELECTION CRITERIA**

- Bachelor or Master's qualifications in International Development, project management (or other relevant qualifications).
- At least 4 – 5 years relevant field experience in managing international development projects. Development experience abroad will be highly regarded.
- Experience in developing and managing project scheduling, budgeting and progress reports.
- Leadership and team organisation skills.
- Well-developed interpersonal communication skills, written and oral, in English.
- Sound computer literacy skills in MS applications and experience in using Project Management tools/software. Strong knowledge of Microsoft applications to create reports and present information in Excel and PowerPoint will be highly regarded.
- Sound project budget management and analysis.
- Proven experience and success working in a multi-cultural environment.

## **KEY CONTACTS**

The Project Manager will report to the Operations Manager. The Project Manager will work collaboratively with the internal ABV project team and stakeholders.

## **INTERNAL**

- Project management team including the Project staff in program countries.
- ABV staff including the Program Team Communications Manager and Finance Officer.
- ABV skilled business professionals.

## **EXTERNAL**

- Relevant Donor representatives and Corporate Partners.
- Project stakeholders in program countries and in Australia.
- Partner and host organisations.

## **MEASURE OF RESULTS**

A probation period of three months applies to all ABV positions. Towards the end of the first three months following the successful applicant's appointment, a formal performance appraisal will be conducted in accordance with ABV's policies and procedures. Performance measures will include assessment of:

- Ability to carry out the assigned duties efficiently and in a timely manner.
- Ability to demonstrate initiative in undertaking the prescribed duties and ad hoc requests of the supervisor.
- Ability to work as part of a team in a challenging environment.
- Ability to communicate effectively and courteously
- Ability to demonstrate excellent project management, organisational, financial management and administrative skills.

## **KEY CHALLENGES**

- The ability to work flexibly with minimum supervision.
- The ability to manage competing priorities.
- The ability to undertake the duties of the position effectively with minimal supervision and to deliver outcomes in a timely manner.
- The ability to maintain communication with key staff and stakeholders face-to-face and remotely.
- The ability to identify problems and solutions to them.

**Applicants must meet working in Australia requirements.**

**ABV is an Equal Employment Opportunity (EEO) employer. ABV welcomes and encourages Aboriginal and Torres Strait Islander applicants for all advertised positions**

**Signature of CEO:**

**Date:**

**Signature of position holder:**