

International Project Officer (South Asia Office)



Position Description	
Job Title:	International Project Officer
Department:	International Programs
Purpose:	Supports the IP team on project administration, monitoring, planning and administration and general departmental activities. Undertakes desk monitoring of designated projects.
Reports to:	South Asia Office Coordinator, functional report to IPM
Key Relationships:	Internal: Projects Accountant, IPC-South Asia, Office Assistant, Driver, Sydney: International Programs Managers, Advisors and IPC's, IPOs. External: As directed by the South Asia Lead
Supervises:	n/a
Hours per Week:	Full time
Location:	Transform Aid South Asia Office – Dhaka
Main Activities	
<p>Programme Activity</p> <ul style="list-style-type: none"> - Carry out project level detailed performance assessment with analysis of the context and specific situations associated with each opportunity, all clearly articulated in a report. - Assist partners in planning quality activities, budget and timeframes to ensure effective programming and to meet compliance obligations. - Prepare, facilitate and report on a range of partner training, workshop with partner organizations. - Undertake regular field visits for monitoring and collecting necessary information/data and provide feedback and recommendations to the IPM - Desk monitoring of partners quarterly progress reports to monitor progress towards activities planned and barriers faced by partners during implementation - In cooperation with technical advisors, ensure simple, relevant, practical and accurate M&E systems are in place and used by all partners to measure progress and impact of their interventions - Promote organisational learning culture that contributes to greater organisational efficiency and impact. 	

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- Document and share partner experience in project level capacity development and ensure consistent capturing of best practices

General Activity

- Responds to enquiries (mail, phone, email) from internal and external bodies.
- Schedule and arranges meetings/workshops/training/conferences.

Secondary Activities

- Duties as directed by the South Asia Office Coordinator or IPM to support the TAI South Asia Office
- Continuation of personal professional development by regular attendance at training courses, seminars, conferences as agreed by IPM and through by accessing relevant and up to date information from journals, books and the internet.
- Although the primary focus to assist South Asia Lead in supporting Regional partners, the post holder may be required to work partly or wholly on other areas of TAI's work as directed by the IPM.

Essential Knowledge, Skills and Experience

- Degree in Social Science, Community Development studies, Political Science, project management or related disciplines
- High standard of written and spoken English.
- High level attention to detail and the ability to write reports
- Excellent organisational skills, including ability to plan, organize, prioritize and implement work flow to meet positional objectives, work independently and be proactive.
- A thorough understanding of grassroots and community based development as an approach to poverty alleviation
- 3 years' experience in community development
- Demonstrated experience in monitoring and evaluation
- Strong working knowledge of Microsoft applications, including Word, Excel etc
- Experience in reviewing and proof reading documents
- Strong commitment to Transform Aid International's, mission, vision and core values and theology of development

Desirable Knowledge, Skills and Experience

- Experience in child focussed community development programming

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General Notes

Confidential information:

You acknowledge and agree that you will not, during your employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business or property of the employer.

Working conditions:

You will be based at TAI's office in Dhaka, Bangladesh although travel in the country will be necessary for up to 12 weeks per year.

Continuous Improvement and Best Practice:

As an employee of Transform Aid International / Baptist World Aid, which has a core value of "committed to excellence and quality by being a creative and learning organisation", you will have opportunity to participate in any continuous improvement exercises and to seek best practice in fulfilling your role.

You will also can contribute to the ongoing development and improvement of Transform Aid International / Baptist World Aid policies and practices.

Workplace Health and Safety and Equal Employment Opportunity:

It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions. You will cooperate in implementing WHS legislation and standards.

You are also accountable and responsible for complying with all Transform Aid International / Baptist World Aid policies and procedures designed to eliminate discrimination in the workplace.

Child Safe Organisation:

Transform Aid International / Baptist World Aid is a child safe organisation and all employees are required to read and understand our child protection policy, and in addition, sign and abide by our Child Safe Code of Conduct. All employees are required to provide authorisation for a National Police Check and will be required to gain a Working with Children Check (where applicable).

Compliance

It is your responsibility to ensure compliance with TAI policies and procedures, legislation, as well as requirements of relevant regulatory bodies, including NGO Affairs Bureau, ACFID and DFAT.

Employee Name:	
Employee Signature:	
Date:	