



POSITION DESCRIPTION

Country Manager – Timor-Leste

Key Relationships

Reports to: ERFA Programs Director
Australia: ERFA CEO and staff

Contract Terms

Initial appointment of 12 months with view to extension based on performance and outcomes

Key Responsibilities

- Establish, lead and manage day to day operations of an ERFA Timor-Leste office with a view to staged growth including recruitment & management of staff in line with project plans & budget
- Ensure branch office activities are in line with agreed budget
- Develop, maintain and strengthen ERFA's relationships with in-country stakeholders including government representatives, parish leaders, communities and their leaders, and other NGOs to strengthen alliances, networking and project development opportunities
- Contribute to strategic planning at branch office and project levels
- Identify and develop a project portfolio in line with ERFA's vision, mission and principles
- Contribute to and support project design and planning as well as oversee monitoring and evaluation of projects against log frames, M&E plans, implementation plans and budgets
- Develop comprehensive risk management plans for both the in-country office and for development projects
- Provide formal quarterly reports to ERFA CEO and Programs Director and other relevant reports as requested and informal reports as required
- In consultation with ERFA Australia staff, support visits and immersions of key stakeholders
- Support ERFA Australia staff with the planning and carrying out of field visits
- Contribute to the ongoing development of ERFA's policies and procedures as they relate to in-country office requirements and ERFA's projects
- Undertake representational duties as required or requested by ERFA
- Document meetings and lessons learned to contribute to project development, organisational learning and donor relations

Selection Criteria

- Demonstrated experience and proven track record in developing and effectively maintaining strategic relationships with a variety of stakeholders
- At least 7-10 years' experience in management of development projects, including design, implementation, monitoring and evaluation
- At least 7-10 years' experience in budget planning and forecasting, preparing annual acquittals and financial reporting
- Demonstrated experience in leading teams
- Knowledge and experience in project financial and non-financial risk management
- Demonstrated understanding of a broad range of development and cross-cutting issues
- Well-developed written English skills essential for proposal development, reporting and stakeholder communications
- Knowledge of international NGO donors and their funding and reporting requirements



The Employer reserves the right to vary this position description in response to its changing needs.

ERFA is committed to fostering, cultivating and preserving a culture of diversity and inclusion. We embrace differences including but not limited to age, race, ethnicity, indigeneity, gender, disability, religion and other characteristics of uniqueness. We welcome people with different skills and life experiences and encourage applications from all suitably qualified and experienced individuals.

Any offer of employment will require a National Police and Working with Children Check. ERFA is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity or financial misconduct. All staff are required to comply with our Child Protection Policy and Prevention of Sexual Exploitation, Abuse and Harrasment policies and sign ERFA's Child Protection Code of Conduct and ERFA Code of Conduct.

Statement by Edmund Rice Foundation (Australia):

The information detailed above is an accurate statement of the responsibilities/ accountabilities of this position.

Employer Representative Signature

Date

Name

Agreed by the Employee:

The below signed acknowledges that he/she has read the above position description and understands and accepts the responsibilities/accountabilities of this position.

Employee's signature

Date

Employee's name