



POSITION DESCRIPTION

Project Officer – Timor-Leste

Key Relationships

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

Contract Terms

Initial appointment of 12 months, including a 6 month probationary period, with view to extension based on performance and outcomes

Key Responsibilities

- Support establishing an ERF Timor-Leste office with a view to staged growth including managing day to day operations in line with project plans & budget
- Establish a strong relationship with communities and their leaders to support the delivery of community-led development initiatives
- Conduct regular visits to the community and facilitate community meetings as required
- Help develop, maintain and strengthen ERF's relationships with in-country stakeholders, including government representatives, parish leaders and other NGOs to strengthen alliances, networking and project development opportunities
- Contribute to ERF's strategic planning at both country and project levels
- Identify and develop a project portfolio in line with ERF'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
- Contribute to comprehensive risk management plans for both the in-country office and for development projects
- Provide reports and updates to the ERF Programs Director and International Programs Manager and other relevant reports as requested and informal reports as required
- In consultation with ERF Australia staff, support visits and immersions of key stakeholders
- Support ERF Australia staff with the planning and carrying out of field visits
- Contribute to the ongoing development of ERF's policies and procedures as they relate to in-country office requirements and ERF's projects
- Undertake representational duties as required or requested by ERF
- Document meetings and lessons learned to contribute to project development, organisational learning and donor relations

Selection Criteria

- Demonstrated experience and expertise in development sector project management
- Skills and proven track record in developing and effectively maintaining relationships with a variety of stakeholders
- 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
- 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.



ERF 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. ERF 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 ERF's Child Protection Code of Conduct and ERF Code of Conduct.

Applications

Applications close on 11 April 2025. A letter of application together with CV should be sent to: programteam@erf.org.au.