**POSITION DESCRIPTION**

Position Title:

Program Administrator

Responsible For:

Implementing and maintaining the administration of programs across multiple international locations.

Reports To:

CEO

Manages:

N/A - possibly interns and volunteers

Organisational Environment

CUFA was created in1971and is an economic development agency. It is a not-for-profit organisation whose vision is for communities of the Asia Pacific region to be free of poverty through economic development and self-determination. CUFA facilitates the development of economic capacity through education, employment and enterprise opportunities to build community self-reliance.

Position Purpose

The Program Administrator is responsible for the general management of CUFA's

programmatic administrative operations and is tasked to oversee the program administrative processes, procedures and stakeholder relationships. The position will be responsible in managing accountabilities to funding agencies, program partners and other stakeholders.

Operations

* Developing and maintaining administrative systems, policies and procedures to support the efficient coordination of program activity.
* Developing and monitoring processes for evaluating, reviewing and enhancing the program activities to ensure that they remain cost effective and centred on the needs of the beneficiaries.

Management

* Assist in the recruitment, training and performance monitoring of staff with in country offices.
* Ensuring the safety and maintenance of all properties and equipment utilised by the organisation in program provision by taking both preventative and reactive corrective action to ensure the quality of the program provision
* Acting to reduce the number of critical incidence by monitoring, evaluating, streamlining and/or redesigning the procedures/processes
* Monitoring CUFA project plans inline with the board approved budgets and providing monthly and quarterly reports to the CEO

Representation and Relationships

This position is the primary contact for funding body relationships. The position is responsible for ensuring that all government legislation and the organisation's policies and procedures are implemented effectively. The position will be required to attend industry events both domestic and international often out of regular office hours and sometimes at short notice.

Attributes

* Management, leadership and influencing capability.
* Emotional intelligence with the capacity to influence colleagues to deliver on organisational goals and project objectives
* A keen focus with the ability to act empathetically with cross-cultural sensitivity and understanding.
* Ability to manage workload and respond to the positions requirements flexibly and efficiently
* A personal commitment to the organisation's vision and mission and values
* An understanding and commitment to the promotion of gender equality and diversity.

Challenges

CUFA works in post conflict settings with beneficiaries and communities enduring food insecurity, poor health and sanitation, low levels of literacy, and

unstable political environments which create a difficult and sometimes chaotic work environment. The position requires flexibility and adaptability.

Risk and Occupational Health and Safety

The incumbent must:

* Adhere to CUFA’s OH & S policies, procedures and practices
* Must report any risks or hazards immediately to assist to eliminate or mitigate the risk/s

Key Skills

* Administrative, organisational, budgetary, reporting and planning skills.
* Excellent communication (both verbal and written), interpersonal, negotiation and motivational skills.
* A detailed understanding of the environment faced by the beneficiaries of CUFA’s projects.
* Analytical interpretation and advanced problem solving abilities.

Travel

The position is based in Sydney, Australia however the role will involve international travel to program sites. Given the nature of the organisation and the work it undertakes travel may be necessary at short notice and for extended periods.

It is a condition of employment that staff abides by CUFA’s travel policies and

procedures particularly in relation to safety and security.

Internal Contacts

CEO, Deputy CEO, Fundraising and Marketing staff, Country Managers, International Projects Supervisor ,Finance Team, The Regional Support Team and Project staff.

External Contacts

Government Department Staff, Partner Organisations, ACFID and other funding bodies.

CUFA Commitments

* ACFID Code of Conduct
* Diversity and Gender Equality
* Equal Employment Opportunity
* CUFA’s Child Protection Policy
* CUFA’s Occupational Health and Safety Policies