

Job Description

Program Manager – New Britain

Title: Program Manager

Location: Seaforth Office, Sydney

Duration: Full-time - \$75,000 plus super

Mission: Australian Doctors International (ADI) demonstrates its commitment to upholding the universal right to health care by working with local partners to provide and strengthen health services in rural and remote communities.

Scope: The program manager will play a key role in overseeing the strategic direction of programs and projects operating out of the Sydney office with frequent visits to New Britain in PNG. The program manager will support ADI medical teams in performing their patrol duties and day to day running of their deployment in PNG. The program manager will perform representational duties and will ensure that ADI's vision, mission and core values are promoted.

In this role you'll have the opportunity to improve the quality of health care in low resource settings while testing the limits of your organizational skills. An interest in tropical medicine or rural health is an advantage; or in international development.

With your help we can achieve great outcomes for our neighbours in PNG. Take the step to explore this career opportunity and see where this opportunity can take you.

Reports to: CEO

Responsibilities:

- Develop and manage ADI programs in West New Britain
- Represent ADI

- Manage partner and stakeholder relationships and liaise with communities in PNG
- Manage program staff and overseas volunteers, work with ADI's Program Committee
- Monitor, evaluate and report on current and proposed programs
- Support the financial and administrative management

Position Criteria

Essential

- Program or project management experience 5 years in that role
- Experience working in PNG, other Pacific country (or African country) or with Indigenous Australian communities
- Degree in Public Health or International Development
- Must be willing to travel to PNG, particularly West New Britain, including 6 weeks from the outset
- Start from July 2019
- Current resident of Australia

Additional Criteria

- Experience in monitoring and evaluation of data and preparing analytical reports for stakeholders and donors,
- Prior experience in an Australian NGO Cooperation Program organisation
- Comfortable liaising with senior stakeholders/partners in country and representing ADI
- Demonstrated ability to organise practical, logistical and maintenance tasks for ADI assets and equipment in PNG
- Excellent team and communication skills, including staff support and liaison
- Ability to work independently with limited resources in a challenging cross-cultural environment
- Excellent skills Microsoft suite of packages (Word, Excel, Powerpoint)

ADI's commitment to its duty of care is reflected in its [Child Safeguarding Policy](#) and [Child Safeguarding Code of Conduct](#) promoting the protection and safety of children. ADI's policy and code of conduct establishes internal measures to prevent and respond to child abuse and exploitation in its programs and operations across PNG.

[ADI is an Equal Opportunity Employer.](#)