

## ADI CEO

- Job title:** Chief Executive Officer Australian Doctors International (ADI)
- Office location:** Seaforth, NSW
- Reports to:** ADI Chair and Board via the Chair
- Team Members:** Program Managers, Finance Manager, Office Manager, local Volunteers, Doctors and PNG staff.
- Position status:** Permanent full time (preferred but negotiable)

Australian Doctors International (ADI) is a small, dynamic and rapidly growing not-for-profit organisation delivering and strengthening primary health services in rural and remote communities in Papua New Guinea (PNG). ADI specialises in integrated health patrols and health in-services, deploying volunteer doctors and health coordinators to work in partnership with local government, private companies and faith-based health providers. Through 2020, ADI has broadened its services to include remote training of healthcare workers, educational materials regarding COVID-19 and PPE. ADI has paid staff (10 in Sydney and 14 in PNG) with active program involvement of local volunteers across the organisation. Having obtained full accreditation under the Australian NGO Cooperation Program (ANCP) in 2019, ADI strives to maintain that status into the future.

### Overall Job Role

The CEO is responsible for the overall leadership, management and effective coordination of ADI's programs and teams in the Sydney office and in PNG. The CEO drives the organisation's strategic objectives, and contributes significantly to the development and enhancement of professional relationships with diverse external stakeholders including our PNG partners, community members, government and fundraising through corporate and philanthropic organisations.

The CEO works closely with the Board and members of ADI Committees and ensures a safe and harmonious work environment.

### Selection Criteria

The preferred candidate will likely be someone who has:

- High level leadership and management skills honed in a complex work environment in changing operating circumstances

- Excellent oral and written communication and interpersonal skills and demonstrated effectiveness in people management, cross cultural interaction and problem solving
- Demonstrated high level ability to represent ADI in key strategic forums, including with the medical aid sector, resource companies, the Australian and PNG governments, international NGOs and funders
- Successful experience in managing and coordinating staff and volunteers to ensure effective achievement of strategic goals and coordinated activities
- Current knowledge and experience of Australian Government programs and funding in international development, particularly in Health Services and DFAT accreditation, or a capacity to develop this knowledge in the short time
- Demonstrated capacity to broker partnerships with government departments, the corporate sector and philanthropic organisations
- A commitment to working with people in developing countries on sustainable health development programs
- Strong financial management skills with a demonstrated ability to achieve financial objectives and fundraising strategies
- Tertiary qualifications in public health, health services and/or international development, related areas or equivalent experience will be highly regarded

ADI is offering a competitive salary package commensurate with the not-for-profit sector.

Web: [www.adi.org.au](http://www.adi.org.au)

Twitter: @adi\_charity

Facebook: <https://www.facebook.com/AustralianDoctorsInternational>

**Enquiries:** Judy Lambert - Contact: [director@adi.org.au](mailto:director@adi.org.au)

**To apply** please send your CV and a covering letter detailing your skills and experience for each of the above criteria to [director@adi.org.au](mailto:director@adi.org.au) by close of business on Friday 15 January 2021.

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 aims to integrate disability inclusion into all aspects of its programs as it strives to reach those marginalised by location, health and gender.

ADI has a zero tolerance toward sexual exploitation and abuse in all forms. ADI's policy covers this as well as the team's shared responsibility on behaviour; reporting mechanisms and victim safety. ADI seeks to make the work place free from all forms of harassment and discrimination.

ADI is an Equal Opportunity Employer.