



POSITION DESCRIPTION

Position Title:	Project Manager
Reports To:	Chief Executive Officer
Commencement Date:	November 2010
Position Type:	Full Time (12 Month Contract)

MAIN PURPOSE OF POSITION

Reporting to the Chief Executive Officer and based in the ActionAid Australia Office in Sydney, this role is responsible for managing ActionAid's research study into women's rights and climate change in the Pacific. The study is a joint initiative of ActionAid International/ActionAid Australia and the Masters of Human Rights and Democratisation (Asia Pacific) at Sydney University and will run for a 12 month period from November 2010. The role is responsible for linking ActionAid into women's networks in the Pacific, working with the study's steering committee on the direction of the project, conducting the research with our partners and preparing the study report.

KEY ROLES AND RESPONSIBILITIES

1. Stakeholder identification and coordination

- a. Identify women's rights networks and other stakeholders to participate in the study.
- b. Coordinate the work of stakeholders throughout the project
- c. Coordinate the meetings of the steering committee

2. Research Design and Development

- a. Develop a research outline and research work plan for the project
- b. Monitor the implementation of the plan
- c. Represent ActionAid Australia and network with potential donors.

3. Research Implementation

- a. Ensure that all research is conducted in a gender sensitive and ethical manner
- b. Ensure that research methodology is consistently applied across the study
- c. Complete a final study report by the completion of the project.
- d. Establish a relationship with Impact Assessment and Shared Learning (IASL) and ensure that lessons learned and recommendations from monitoring and evaluation are recorded, implemented and inform future research.
- e. Effectively administer the project in accordance with ActionAid Australia procedures and guidelines.

4. Project management

- a. Assist the CEO to prepare updates for the AAA Board of Directors
- b. Complete an end of project report within 30 days of the completion of the contract including a report on financial expenditure.
- c. Support the development of submissions for the placement of volunteers/interns in the project ensuring that volunteers are appropriately supervised and have clear job descriptions

5. Relationship development

- a. Establish positive relationships with the ActionAid Regional Office for Asia and themes, particularly the Women's Rights themes and Country Programmes in the Asia Region.
- b. Establish relationships with a range of stakeholders in the Pacific and in Australia which includes NGOs, social movements, government departments, partners and

other relevant parties. There needs to be an emphasis on strong consultation and collaboration with stakeholders in the Pacific in the process of research design/information.

- c. Represent ActionAid Australia in external meetings

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential

- At least 5 years experience in researching and preparing high quality research
- Well developed analytical and strategic ability.
- Strong conceptual skills.
- Strong networking skills and the ability to build relationships within ActionAid and with other key stakeholders.
- Proven ability to work autonomously.
- The ability to exercise judgement and make decisions.
- A deep commitment to ActionAid's vision, mission and values.
- Demonstrated initiative, resourcefulness, flexibility and cross-cultural qualities.
- Strong oral and written communication skills.
- A high level of computer competency.
- Relevant tertiary qualifications or equivalent.

Desirable

- Experience and understanding in the areas of women's rights and climate change , would be an advantage.
- Experience in developing and managing relationships with social movements, local partners and universities.
- Field experience in the Pacific is desirable.

ABOUT ACTIONAID AUSTRALIA

Please refer to our website at www.actionaid.org.au.