

# CHILDFUND KIRIBATI

## JOB DESCRIPTION

### JOB TITLE

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Program Manager (helping community team)

### PURPOSE

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The Program Manager will support a range of programs in Kiribati that are implemented to a high standard. The projects ChildFund Kiribati implement focus on developing household-level activities aimed at improving family nutrition, hygiene, water and sanitation, parenting, household planning and community planning. The Program Manager will report directly to the Program Director.

#### **ChildFund Kiribati's vision**

A world free from child poverty.

#### **ChildFund Kiribati's mission**

To improve opportunities for the most deprived, excluded, and vulnerable children of the world. We strive to eradicate the root causes and effects of poverty on children through the implementation of sustainable solutions that will result in positive futures.

#### **ChildFund Kiribati's Purpose**

To build meaningful connections to bring about positive change for children and their communities.

### Key Responsibilities of the Position

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The right candidate will remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills which will enable you to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy. Other responsibilities include:

- Lead on program activities according to established implementation Plan, e.g Workshops, maroros, household visits, water quality testing, clean up campaigns, home gardening and nutrition interventions.
- Conduct & lead surveys in accordance with directions of the Program Director.
- Liaise effectively with the designated communities as the ChildFund focal point.
- Lead the team in relaying data to the monitoring and evaluation officer.
- Help the team in monitoring and keeping on track of individual tasks weekly.
- Represent ChildFund in National committees in accordance with project requirements and needs.
- Ensure monitoring and evaluation is documented for all implementing activities.
- Conduct monitoring and evaluation in accordance with the monitoring and evaluation plan.
- Help identify and develop systems that will lead to improvements in efficiency within the Programs team, and between teams within ChildFund.

- Prepare reports and other documents as required and initiate and develop templates required to collect appropriate data.
- Assist with special initiatives.
- Assist the Program Director with developing and implementing public health and family strengthening Programs.
- Assist the Program Director with their community and household intervention planning, design, and implementation.
- Maintain files and records to enable the tracking of processes.
- Conduct other tasks as necessary to fulfil the job purpose.
- Conduct assessment for activities.

## Key Competencies Required

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- Reporting & Writing – the employee has good writing skills.
- Communication - the employee has effective and appropriate communication and interpersonal skills.
- Teamwork - the employee is prepared to work as a productive and cooperative member of a team.
- Problem solving - the employee will use and further develop their critical thinking skills to solve problems in a productive manner.
- Initiative and enterprise - the employee will use his/her own resourcefulness to perform required tasks where appropriate.
- Planning and organizing - the employee will perform their tasks based on logical planning and organizing in consultation with colleagues and supervising officer.
- Self-management - the employee will have the motivation to get on with the job.
- Learning - the employee is always willing to learn and to be challenged by new ideas.
- Technology - the employee will use wherever possible the advantages of technology to make the performance of their tasks more efficient and effective.