

Job Description

Programmes Advisor *cbm New Zealand*

January 2023

- *Join a dynamic team on a global mission*
- *Provide excellent programmes support to international partners.*
- *Suit international development sector professional*

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| Position Title: | Programmes Advisor |
| Reports to: | International Programmes Director |
| Role: | Fixed term for one year with possibility to renew for a further two years, initially. |
| Functional Relationships: | cbm staff, Pacific region partners; Cbm-Global office holders; cbm partner worldwide. |
| Location: | Primary base: cbm New Zealand Office: 112B Bush Rd, Albany, Auckland. Travel required to Papua New Guinea. |
| Hours: | 20 to 30 hours per week, by agreement |
| DATE: | December 2022 |

cbm New Zealand is a member of CBM Global - an international development organisation, committed to improving the quality of life of persons with disabilities in the poorest countries of the world. Based on its Christian values and over 100 years of professional experience, **cbm** addresses poverty as a cause, and a consequence of disability. We work in partnership to create an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

cbm New Zealand works with partners to implement field programmes areas such as eye health, rehabilitation and inclusive education. **cbm** has worked in Papua New Guinea for over forty years, bringing transformative change in the area of Eye Health. The prevalence of blindness and visual impairment through Papua New Guinea is high. Cataract and untreated refractive error are the main causes. To help improve eye health services and contribute towards the reduction of avoidable blindness, CBM entered into partnership with Callan Services and the Eastern Highlands Provincial Health Authority (EHPHA) in 1995. Since then, CBM has been providing funding support in the highlands and many provinces in the country. This role is to support this programme.

- **cbm** New Zealand is an inclusive, equal opportunity employer
- We welcome applications from those with disabilities.
- **cbm** operates from a Christian kaupapa.

Purpose of Role: **cbm** New Zealand has a growing field programme on Inclusive Eye Health in Papua New Guinea incorporating strengthened quality and effectiveness. The Advisor role brings expertise in eye care and mentors staff in programme development and management of Eye Health Services. The role will assist in the management of a programmes team of partner organisations in Papua New Guinea supported by CBM New Zealand and CBM Global. The role is a member of the International Programmes Team supporting the Director in implementing and developing the Inclusive Eye Health Plan for PNG and the Pacific. The position enables technical strengthening, programme oversight and decision making with CBM PNG Country Team. The role works in liaison with other management team Advisors, strengthening quality and accountability with programme staff in New Zealand and overseas.

Level of Direction or Supervision: The position works independently and in liaison with other staff and the International Programme Director, located in the Auckland office, and working within the International Programme team and Country Team. The role will require travel between 8-12 weeks a year.

Key Working Relationships: The position reports to the International Programmes Director, collaborating with the Pacific Regional Coordinator and other Technical Advisors and management team of CBM and stakeholders. The position will manage contracts in Inclusive Eye Health and work with partner staff.

| Key Responsibilities and Tasks | | | |
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| Key Areas of Responsibilities | Key Tasks | Performance Indicators | % |
| 1. <u>CAPACITY STRENGTHENING.</u> Provide technical mentoring and support across the programme team and partner team. Mentor & coach PNG-based programme team for quality programme outcomes. Co-manage staff at country team. | <ul style="list-style-type: none"> • Manage a programme team (CBM, partner and stakeholders), providing mentoring in technical skills and programme oversight skills • Strengthen team skill and approaches in programme cross cutting issues • Identify key learning & skill needs for team and cross department programme staff • Assist and mentor PNG Country Team in developing systems, project plans as needed | <ul style="list-style-type: none"> • Staff meet agreed KPIs • Programme team gain in decision making & development thinking • Programme team confident in key development skills • CBM Programmes team effectively using systems and information | 45 |

| Key Responsibilities and Tasks | | | |
|---|--|---|----------|
| Key Areas of Responsibilities | Key Tasks | Performance Indicators | % |
| <p>2. <u>PROGRAMME DESIGN MONITORING & EVALUATION.</u> Lead and support & advise others in design, monitoring & evaluation of projects on Inclusive Eye Health in PNG. Strengthen planning, design and development of projects or programme multi year plans toward strategic objectives. Contribute to country strategy planning & implementation.</p> | <ul style="list-style-type: none"> • Lead & mentor in the design & development of new programme initiatives with Country Team and partner. • Liaise with key stakeholders to plan and design new programme initiatives • Represent CBM New Zealand and PNG & contribute to Country Strategic Planning exercises • Provide technical assistance using programme learning and evaluations to inform new plans | <ul style="list-style-type: none"> • New programme and project meet CBM and donor standards • Funding allocated grows • Strong relationships with key stakeholders • • Processes in country planning strengthened | 30 |
| <p>3. <u>PROGRAMME QUALITY AND LEARNING.</u> In liaison with the peers in the IP Management Team support and assist quality initiatives within the programme</p> | <ul style="list-style-type: none"> • Work with Quality Advisor in designing and implementing quality and effectiveness initiatives • Promote incorporation of learning into programmes and evaluations • Contribute to team and department learning meetings | <ul style="list-style-type: none"> • Team supports initiatives and uses information • strengthened use of Department learning outcomes | 10 |
| <p>4. <u>SUPPORT THE INTERNATIONAL PROGRAMMES DIRECTOR.</u> Assisting with oversight of programme quality, accountability (internal and external) & systems overview.</p> | <ul style="list-style-type: none"> • Contribute to IP Management Team and implementation of the CBM NZ Strategy • Establish and model norms for desired behaviour • Proactively respond to issues as they arise- manage change evenly across department. • Foster a team culture that values proactive problem solving open honest communication and accountability to agreements • Assist with implementing programme scale up and | <ul style="list-style-type: none"> • Strategy targets met • A collaborative and respectful management team environment that addresses issues arising. • Regular preparation attendance, communication & follow up of Management Team meetings • Programme spend grows and meets | 10 |

| Key Responsibilities and Tasks | | | |
|--|---|--|----------|
| Key Areas of Responsibilities | Key Tasks | Performance Indicators | % |
| | <ul style="list-style-type: none"> identification of funding opportunities • Establish relationships with peers in Country Offices, Regional Offices and International Office collaborating in programme development • Support streamlining of programme decision making & contributions into the international organisation. • Support allocation of programme funds including MFAT funding in conjunction with IP Team, | <ul style="list-style-type: none"> quality standards • Programme decision making and systems clearly implemented • CBM programmes strengthened internationally • Programme funds allocated and tracked efficiently • Programme compliance and risk managed effectively with Management Team | |
| <u>5. Contribute to New Zealand devt sector</u> representing and supporting others to represent CBM and promoting disability inclusive development | <ul style="list-style-type: none"> • Contribute to and support others in key sector discussions regarding Federal budget, ACFID, ANCP partners • liaise with other CBM depts relating to external messages | <ul style="list-style-type: none"> • CBM is represented in key discussions • disability inclusive development messages are consistently shared | 5 |

| SPECIFIC OUTCOMES REQUIRED |
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| 1. <u>Plans are in place</u> enabling scale up of the CBM NZ funded programme in PNG line with CBM strategy. Country programme and project plans developed are based on sound analysis, include fresh approaches and partnerships, involve people with disability as key owners and follow principles of sustainable development. (evidence: programme plans, fund allocation) |
| 2. <u>Programme staff further their skills</u> in project design, planning and monitoring through shared experience and mentoring. (evidence: programme documents, staff skill, Country Team support) |
| 3. <u>Programme team are mentored, coached and managed</u> to strengthen thinking judgement and approaches (evidence: staff strengthened skills seen in judgements, written reports, decisions) |
| 4. <u>Programme multi year budget</u> is efficiently allocated and tracked. |

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| 5. <u>CBM objectives met and strategies brought into effect</u> (CBM NZ Strategy Extension 2023-2024). Support International Programmes Director in implementing the strategic plan, support streamlining of programmes systems and decisions, contribute to cross department conversations and initiatives, contribute to international organisational initiatives. (evidence: Strategy reports, successful cross department strategy initiatives) |
| 6. <u>IP Management Team</u> works coherently strengthens team culture and enables seamless working between teams within the Dept. |
| 7. <u>Ensure appropriate risk issues</u> for your areas of responsibility are identified, kept updated and appropriate mitigation strategies are developed, implemented and maintained. |

| KEY COMPETENCIES OF THE ROLE |
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| A. Professional and technical knowledge on eye health and disability (experience in optometry, eye health and disability services) . |
| B. Experience in INGO field project and programme design approaches . |
| C. Proven high level skills in staff management team leadership and cross team cohesion |
| D. Collaboration, sound recommendation for decision making including in cross cultural situations. |
| E. Mentoring the development of technical skills and quality reasoning in others including in cross cultural situations |
| F. Cross cultural communication and collaboration including effective intra organisational collaboration |
| G. Establishment, review and strengthening of INGO programme quality and effectiveness systems including institutional donors eg MFAT funding |
| H. Capacity to manage complex workload cooperatively |
| I. Excellent interpersonal skills with the ability to develop and maintain strong cross-cultural professional relationships. |
| J. Proficiency in Word applications and uses, and searches on internet. |
| K. Commitment to CBM's mission and values . |
| L. A willingness to contribute to the growth and development of CBM and it's work. |

| Job Evaluation | | |
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| Factor | Level | Score |
| Responsibility and Accountability | | |
| Judgement and Decision Making | | |
| Interaction and Influence | | |
| Knowledge and Application of Creative and Technical Skill | | |
| TOTAL | | |
| Salary Grading | | |

Performance Planning and Review

Performance planning and reviews will be carried out annually.

To Apply

Applicants for this position should have NZ residency or a valid NZ work visa.

If you are suitably qualified and would like to serve those living in poverty and disability overseas, then please apply including a CV with a cover letter addressed to Linabel Hadlee (International Programmes Director) by email: lhadlee@cbmnz.org.nz. **We welcome alternative formats and enquires if you do not meet all requirements.**

Please outline your strongest experience against key listed key responsibilities / competencies and let us know why you would love to work for cbm.

