

## Senior Coordinator: M&E and Civil Society– Dili – October 2024

<b>AGENCY</b>	Department of Foreign Affairs and Trade
<b>POSITION NUMBER</b>	DL1047
<b>POSITION TITLE</b>	Senior Coordinator, Monitoring & Evaluation (M&E) and Civil Society
<b>CLASSIFICATION</b>	LE5
<b>SECTION</b>	Human Development
<b>REPORTS TO</b>	Counsellor Human Development
<b>EMPLOYMENT TYPE</b>	On-going

### About the Agency / Department of Foreign Affairs and Trade (DFAT)

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high-quality overseas aid program and helping Australian travellers and Australians overseas.

The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.


### About the position

This is a split position: 50% of the role will be focused on Monitoring and Evaluation across the Embassy, and 50% on supporting Australia's civil society partnerships in Timor-Leste, specifically through the Australian Volunteers International program, and the Canberra-led Australia NGO Cooperation Program. The position will require some travel for monitoring trips to target municipalities.

With limited direction, the *Senior Coordinator – Monitor & Evaluation, and Civil Society* works across Australia's nine development investments to strengthen monitoring and evaluation (M&E) and the impact of Australia's development program. This includes M&E of human development (health, education, gender and disability), governance, rural development and economic development programs. The position works within a small, enthusiastic team and is critical to engaging with Government of Timor-Leste officials and development partners on development effectiveness.

### Responsibilities for this position include, but are not limited to:

- Coordinate the Embassy's reporting processes of Australia's bilateral development program and oversee the management of qualitative and quantitative data inputs.
- Manage program administration and logistics, ensuring smooth operations and effective support.
- Develop and deliver presentations, briefs and other forms of communication to external and internal audiences on the impact of Australia's development program.
- Establishing and maintaining effective relationships with the Government of Timor-Leste, implementing partners and other stakeholders, while developing and fostering linkages with development partners and programs supported by DFAT, ensuring compliance with DFAT M&E standards.
- Representing the Australian Embassy at meetings with development partners and negotiate on behalf of DFAT in relevant forums.
- Support the implementation of the Australian NGO Cooperation Program and Australian Volunteers Program in Timor-Leste.

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- Support broader program delivery in the Human Development portfolio including contributing to the design of future phases of Australia's development assistance.
  - Ensure compliance and strategic alignment with DFAT policies and standards, and provide high-level advice and support to enhance program outcomes.

### **Qualifications/Experience**

- Relevant qualifications, experience or knowledge in monitoring and evaluation (M&E), economics and/or development studies.
- Knowledge of and experience applying best practice approaches to monitoring and evaluation (M&E) and an eye for detail (ema ne'ebe detalladu tebes!).
- Excellent written and spoken English and Tetum.
- Demonstrated competence with Microsoft Office computer applications, including Excel and data management.
- Demonstrated experience managing programs related to NGOs, volunteers or disaster management and other development experience.
- Knowledge of aid management and development policy.