



InterplastTM

Repairing bodies & rebuilding lives
in the Asia Pacific region

POSITION DESCRIPTION	
Organisation:	Interplast Australia & New Zealand (Interplast)
Position:	Program Activities Officer
Date PD prepared:	June 2015
Last updated:	N/A (new position)
Hours:	21 hours per week (over 3 days)
Employee:	
Reports to:	Program Manager

ORGANISATION OVERVIEW & PURPOSE

Interplast Australia & New Zealand (Interplast) was founded in 1983 and is a not-for-profit organisation which provides volunteer plastic and reconstructive services together with capacity building programs to countries in the Asia Pacific region.

Interplast works to improve the lives of people in developing countries who are disabled as a result of congenital and acquired medical conditions. Volunteer plastic and reconstructive surgeons, anaesthetists, nurses and allied health professionals provide free medical treatment for those who would otherwise not be able to afford access to services. Interplast also works closely with local health services to build their capacity to deliver surgical and other related healthcare interventions.

Interplast is a signatory to the Australian Council for International Development (ACFID) Code of Conduct and is an accredited NGO with the Department of Foreign Affairs and Trade (DFAT).

POSITION STATEMENT SUMMARY

The Program Activities Officer is responsible for general logistical and administrative support across the Programs Team, including assisting in the implementation of program activities across the Asia Pacific region, under the direction of the Program Manager and in close collaboration with the Program Activities Coordinators. This position will also include providing administrative support to various Interplast Committee and Working Group secretariats.

Responsibilities include liaison with relevant Interplast Country Coordinators, in-country partners,

Interplast volunteers, program donors and other key stakeholders.

The position is also accountable for delivering on program and project outcomes, assisting in monitoring program expenditure and supporting reporting requirements for all program activities.

Maintaining and developing cooperative and collaborative relationships with volunteers is a key responsibility of this position.

KEY RESPONSIBILITIES

1. Providing logistical and administrative support to the Programs Manager and Program Activities Coordinators in the implementation of Interplast country programs in the Asia Pacific region.
2. Providing administrative support to the secretariats of Interplast Board Committees and working groups as required.
3. Supporting the Programs Manager in ensuring the compliance and reporting functions of the team are completed in a timely and effective manner.
4. Assisting with other duties/projects as directed.

Key Responsibility 1: Providing logistical and administrative support to the Programs Manager and Program Activities Coordinators in the implementation of Interplast country programs in the Asia Pacific region

- Undertaking compliance activities related to program activity security and safety of teams including monitoring DFAT's Smart Traveller and providing travel details to DFAT
- Assisting with administrative requirements for applications of visas, medical registrations and other program requirements
- Assisting with preparation of documentation for Australian and overseas customs requirements
- Assisting in the processing of accounts payable
- Assisting with the administration of patient record management.
- Assisting with the compilation of all documentation required for team departures
- Assisting with the development, tracking and acquittal of program budgets.

Key Responsibility 2: Providing administrative support to the secretariats of Interplast Board Committees and working groups as required.

Provide support to the designated secretariats of the Surgical Committee, Allied Health Working Group, Nurses Working Group and the Monitoring and Evaluation Working group, including:

- minute taking
- drafting of agendas and minutes and;
- coordination of papers

Key Responsibility 3: Supporting the Programs Manager and team in ensuring the compliance and reporting functions of the team are completed in a timely and effective manner.

- Undertaking compliance activities related to child protection including background checks
- Collating report data into required statistical records

- Responsibility for regular updating of Programs team calendar and scheduling requirements
- Assisting with the collation of team reports and meeting donor reporting requirements
- Assisting with the administration of the volunteer and training opportunities database

REPORTING RELATIONSHIPS

The position reports directly to the Program Manager and works in close cooperation with the Program Activities Coordinators and the Equipment & Supplies Coordinator. Interaction with the Finance Manager, Fundraising and Communications staff and other team members will also be required to successfully meet the requirements of this position.

SELECTION CRITERIA

ESSENTIAL

- Qualifications in international development, international health or a related field.
- Experience relevant to the position.
- Ability to work independently and in a small team environment.
- Strong administrative, logistics and record management skills.
- Ability to network, communicate cross-culturally and conduct relationships diplomatically with people from a range of backgrounds.
- High level written and verbal communication skills.
- Conceptual, analytical and problem solving skills.
- Initiative, flexibility and demonstrated drive to achieve results.
- Demonstrated strong commitment to addressing social justice issues through a development philosophy.

DESIRABLE

- Experience in overseas development (specifically in the Asia Pacific region) and an understanding of DFAT (Australian Aid Program) systems and procedures are highly desirable.

EMPLOYMENT TERMS AND CONDITIONS

Employment Conditions:

This part time, fixed term contract position until 30 June 2016 (with possible extension) is subject to a probationary period. All full time employees are contracted on 21 hours per week, exclusive of breaks.

Location:

The position is based in Melbourne at the Interplast office within the Royal Australasian College of Surgeons Building.

Travel:

Some travel may be necessary in response to requirements of the position within Australia and/or overseas. Occasional work outside of hours is a requirement of this position.

Entitlements:

All entitlements are set out in the Interplast Employment Contract and Human Resources Manual.