



an initiative of World Education Australia

Position Description

Program Quality Lead

COMPANY DESCRIPTION

Good Return (www.goodreturn.org) is an initiative of World Education Australia (www.worlded.org.au), an international development agency accredited by Australian Aid and a member of ACFID. We work in our Asia Pacific neighbouring countries, where two-thirds of the world's poor live.

Good Return provides people living in poverty with access to responsible microfinance and skills development opportunities. This enables them to develop the confidence, knowledge, and capability to break the cycle of poverty for good.

We support microfinance institutions to improve their social performance and extend responsible microfinance to all their clients and communities. Our financial and livelihood training help them manage money and grow their assets. Together these powerful tools empower people to create lasting change for themselves.

JOB DESCRIPTION

The Program Quality Lead's primary role is to strengthen the quality of World Education Australia (WEAL) / Good Return (GR) program activities through the development and management of a program quality framework incorporating a monitoring & evaluation system, staff capacity development (in data analysis, program monitoring and results evaluation), knowledge management, and communication of program results.

Location: Melbourne (Eltham office), Australia. Applicants wishing to be based in Sydney may also be considered. The role involves considerable travel, and requires an availability and willingness to spend up to 50% of time travelling abroad in South-East Asia.

Duration: 12 months full-time, with potential for extension.

Salary: The salary range for this position is AU\$65,000-\$69,000 per annum plus superannuation and benefits.

Responsibilities and Tasks:

- 1. Developing and Managing WEAL's Program Quality Framework;**
 - a. developing and managing the implementation of a Program Quality Framework that ensures WEAL's program activities continue to improve in quality and are implemented in accordance with relevant internal and external policies
- 2. Development, implementation and management of monitoring and evaluation (M&E) systems;**
 - a. development of innovative organisational M&E systems for GR programs in microfinance, financial education and livelihoods (including microenterprise development)
 - b. collaboration with GR partners to create shared knowledge management platforms
 - c. management of project specific M&E activities that synchronise with the organizational M&E system of GR
 - d. analysis of M&E data at the regional, country, and organisational level
 - e. develop organisational and regional level M&E reports on a periodic basis
 - f. oversee the development of country level M&E reports
- 3. Capacity development;**
 - a. identification of GR staff capacity development gaps in terms of M&E, research and knowledge management

World Education Australia | Good Return
PO Box 479, St Leonards, NSW 1590, Australia
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World Education Australia Ltd (ABN 39 106 279 225) is an Australian Aid accredited agency and member of ACFID.

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- b. build staff capacity to implement organisational and project specific M&E systems through trainings, workshops, virtual sessions, etc. by developing annual plans
- c. design capacity building resources for the organization and its partners

4. Knowledge management;

- a. capture, develop and share knowledge on organisational learnings for their effective use to improve program quality
- b. maintain an inventory of all reports including M&E, research, program studies, case studies, etc.
- c. supply data and information for periodic reports
- d. support the development of proposals to different donors through designing M&E sections, primary and secondary research data, etc.
- e. communication of program results
- f. participate in industry M&E networks and assess opportunities for research collaborations
- g. work with the Marketing team to identify and prepare submissions for corporate funding
- h. liaise with corporate funders to strengthen partnerships
- i. engage in promotional activities in support of WEAL's fundraising and marketing initiatives

SELECTION CRITERIA

Essential

- a. a passion and personal commitment to working towards a world free of absolute poverty
- b. a strategic thinker, with strong analytical skills and attention to detail
- c. extensive monitoring & evaluation experience (with particular strength in data analytics and experience using statistical analysis software such as R, SPSS, or STATA)
- d. at least five years' experience working in the international development sector
- e. a post-graduate degree in a relevant discipline
- f. experience in staff capacity development
- g. experience in knowledge management
- h. exposure to a variety of research disciplines relevant to international development
- i. experience living and working in a developing country
- j. excellent written and oral communication skills in English

Desirable

- a. research knowledge and skills
- b. fluency in an Asian language
- c. experience delivering adult training programs, especially in financial education, livelihoods, microenterprise development or microfinance training
- d. familiarity with DFAT and ACFID policies and processes
- e. experience managing small teams
- f. proposal writing experience and success

ADDITIONAL INFORMATION

Applicants must have an appropriate visa to work full-time in Australia.

How to apply: Applications will be accepted via the Smart Recruiters website:
<https://www.smartrecruiters.com/GoodReturn/77326937-program-quality-lead>

Applicants should submit their CV and a cover letter addressing the selection criteria in the full position description.

Applications close: COB Monday 30 June 2014

Desired start date: From 14 July 2014 onward

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