Balance of Power Country Manager - Vanuatu

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Team Leader</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Vanuatu</td>
</tr>
<tr>
<td>Duration:</td>
<td>Full time, initially 2 years with the possibility of extension</td>
</tr>
<tr>
<td>Specification:</td>
<td>ARF Group B, Level 2</td>
</tr>
<tr>
<td></td>
<td>Open to Vanuatu nationals or permanent residents who have the authority to live and work in Vanuatu</td>
</tr>
</tbody>
</table>

Program background

Balance of Power (BOP, or, the Program) is an initiative of Pacific Women Shaping Pacific Development (Pacific Women), a 10 year commitment by the Australian Government focused on enabling women and men in the Pacific to improve the political, social and economic opportunities for women and girls.

The program goal is that “women are increasingly culturally, socially and politically accepted, and act, as legitimate political leaders and decision makers across the Pacific region.”

The Investment is intended to be delivered intensively in up to three countries in the Pacific (Vanuatu, Solomon Islands and Tonga), with some elements to be implemented across the region.

Given the significant diversity across the Pacific region, within individual countries in the region – implementation of the Investment will need to be tailored to each country context, justifying a multi-country, rather than a regional, program.

Focusing on three countries - Vanuatu, Tonga and the Solomon Islands - the program will take a new, innovative approach in providing pathways to change around deeply entrenched social norms, thinking and working politically with diverse stakeholders in the Women in Politics (WIP) sector to maximise cohesion and coordination of effort.

The intended outcomes sought by Balance of Power are:

1. There is a shifting balance of power towards women and men sharing decision-making at all levels;
2. Women’s right to participate in the public sphere, including their right to vote independently, is increasingly understood and accepted by women and men; and
3. Traditional, church and democratic governance institutions demonstrate action consistent with their commitments on women in leadership and role model gender sensitive practices.

Purpose of the Role

The Country Manager Vanuatu will be highly motivated, with a strong adherence to key values such as gender equality, respect, humility, inclusion, innovation and creativity. The Country Manager Vanuatu will have overall responsibility for the management of the BOP’s country activities in Vanuatu through the provision of specialist local knowledge, networks, advice and expertise. This will include representation of the BOP Program to DFAT, Government, potential partners, donors and other stakeholders; identification of strategic opportunities for BOP in-
country- including new activities, partnerships or other collaboration entry points for BOP; convening and maximising coordination between BOP partners, as well as day-to-day advice and support for BOP partners; meaningful participation in the Country Strategy Testing Group; oversight of finance, administrative and logistical functions; and monitoring and reporting on BOP activities.

Duties and Responsibilities

The Country Manager Vanuatu will:

- Represent and promote the Program at national and sub-national level, including with DFAT officers, Government representatives, Church leaders, civil society actors, communities, other donor-funded programs and a range of other diverse stakeholders
- Play a lead role in the identification, convening and induction of Strategy Testing Group members and in the development of the overarching BOP Vanuatu design during the BOP Inception Phase.
- Lead the design and implementation of partnerships, initiatives and activities in support of BOP objectives in Vanuatu, consistent with the country-level design, through a process of close consultation with the Vanuatu Strategy Testing Group, deep analysis and ongoing monitoring, assessment, learning, refinement and adaptation.
- Identify and advise on strategic opportunities and risks that may impact on BOP development and implementation in-country
- Build and maintain effective relationships with national partners and stakeholders within and across BOP focus areas in-country, prioritising collaboration and collective action to achieve BOP objectives.
- Collaborate with Program personnel, partners and stakeholders to identify key learning and emerging trends to inform activities and Annual Plans
- Provide day-to-day advice and support to partner organisations, including identifying opportunities or new requirements for Program assistance (e.g. mentoring, strategic planning, etc.)
- Monitor and review program activities including progress towards objectives, budget management and impact.
- Oversee the preparation of clear and up-to-date financial records of expenditures and commitments and outstanding acquittals for the Country Program activities.
- Work closely and collaboratively with other BOP program Officers (Regional Program Manager, MEL Officer and Finance and Administration Officer) on program development, monitoring, results, learning and reporting
- Champion gender equality, disability rights and child protection and promote a working culture based on a values based approach
- Perform other duties as required
Selection Criteria

- Demonstrated representational, relationship building and negotiation skills, with experience liaising at different levels with a range of organisations, from government and public service to private sector, civil society, Churches and communities, as well as promoting collaboration and collective action.
- Project management experience, such as in an NGO or donor program, including budget management, activity analysis, planning, implementation, monitoring and reporting.
- Deep understanding of the political economy of Vanuatu, including an understanding of the role and functions of traditional, customary, religious and/or informal systems
- Comprehensive understanding of gender and leadership issues and challenges as they relate to Vanuatu
- Established, active personal and professional networks in Vanuatu across a range of sectors
- Experience working with partners in an accompaniment and mentoring role, including capacity building, facilitating workshops and due diligence.
- Strong analytical, verbal and written communication skills, in English and the national languages of Vanuatu
- Enthusiasm and initiative to work collaboratively as part of a small team and independently.