



POSITION DESCRIPTION

Project Support Officer

Position Title: Project Support Officer **Tenure:** Permanent Part-time (16 hrs per week)

Reports to: Chief Executive Officer

Purpose of the position:

To provide support and mentoring to partners and projects that Cosmos HealthCare supports, with the broad aim of helping move partners towards greater independence and strength.
To support the CEO to find and win grants.

KEY DUTIES AND RESPONSIBILITIES

(Priority 1 – approx. 80 % of time)

- To build and maintain key relationships with existing overseas partners.
- Liaising with our overseas partners to mentor and improve their project design and implementation capacity, enabling them to pitch higher quality project proposals to a wider range of donors to develop sustainable funding streams.
- Provide ongoing project monitoring and evaluation across our current projects in Zimbabwe, Papua New Guinea and Uganda and any future projects that we choose to support.

(Priority 2 – approx. 20% of time)

- To assist the CEO to find and apply for funding grants to enable funding support of our ongoing administration and project costs.

Position Conditions:

- This position is a mid-level role, with remuneration in line with the Health Professionals & Support Services Awards 2021 - level 2
- This position offers flexible work conditions; office work is preferable, but some home-based work can be negotiated.
- This position requires international travel to at least one project site per year, depending on Cosmos funding levels and safe travel conditions.
- This position requires maintenance of Police and Working with Children checks at employee's expense.
- Employees must be willing to assist the CEO and other staff with other tasks from time to time as part of a small team as required.
- Leave – Annual and personal leave will be pro-rata, paid according to Government regulations.
- This position has an initial 3-month probation period, during which time two-weeks' notice of termination can be given by either party.



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KEY OUTCOMES

<p>1. Management and development of all aspects of allocated projects</p>	<ul style="list-style-type: none"> • Evidence that projects comply with Cosmos HealthCare policies and DFAT guidelines. • Effective liaison with other Cosmos staff, partner agencies, and government departments. • Relevant deadlines are met. • Smooth incorporation of any new partnerships
<p>2. Management of compliance for allocated projects</p>	<ul style="list-style-type: none"> • Development of appropriate systems to maintain partner compliance to relevant ACNC / DFAT standards. • Effective liaison with the Cosmos CEO for compliance management. • Demonstrate an attitude aimed at raising standards
<p>3. Input to relevant policies and procedures</p>	<ul style="list-style-type: none"> • Open and co-operative sharing of information. • Ensuring policies and procedures are consistent with DFAT requirements.
<p>4. Quality Improvement</p>	<ul style="list-style-type: none"> • Quality reflected in the carrying out of all responsibilities. • Demonstrate a commitment to continuous improvement. • Work in accordance with all Cosmos policies and procedures. • Contribute to and implement improvements to work processes in a manner that is consistent with organisational policy and procedures
<p>5. Network & Grant development</p>	<ul style="list-style-type: none"> • Effective networking with grant-giving institutions. • Evidenced by relationships built with new partners. • Success in winning funding grants.



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SELECTION CRITERIA:

ESSENTIAL:

1. An active Christian faith with a strong heart to relieve suffering and to empower people. You must also share a commitment to Cosmos HealthCare's mission, values, and ethos.
2. Be able to demonstrate an understanding of good development practice, prioritising sustainability through empowerment and respectful relationships.
3. Proven experience in project management - designing, monitoring, and evaluating international development projects, particularly in the areas of water, sanitation, and hygiene (WASH) and primary health.
4. At least two years' experience, living and working supporting development projects in a developing world context, preferably Africa, SE Asia, Pacific Islands.
5. Be team orientated, flexible and easy-going with good interpersonal skills and the ability to work respectfully and in a professional manner with our partners across cultures and different levels of society.
6. Have a commitment to gender equality and demonstrate this in practice.
7. Be able to think critically and outside the square and turn concepts into reality. Have good writing and computer skills to be able to deliver clear reports to various stakeholders.
8. A willingness and ability to travel internationally for up to 4 weeks per year, if organisational funding allows.

DESIRABLE:

1. Experience working in the faith sector for a Christian-based NGO.
2. Previous experience in grant procurement, writing proposals for grants and managing grant requirements from governments and other institutions.
3. Qualifications such as an International Development degree or similar.

REFERENCES:

A minimum of two references from the following people are required in the application for this position:

1. A past employer or business referee in a similar field.
2. A local church Pastor.



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STANDARD REQUIREMENTS:

MISSION AND VALUES:	To understand, support and promote the Vision, Mission, and Values of Cosmos HealthCare (see our website).
CODE OF CONDUCT:	To demonstrate the organisation's ethos and values in all interactions with supporters, team members, the public and fellow staff members.
CONFIDENTIALITY:	To maintain confidentiality and not divulge any unauthorised information about the organisation's operations and affairs, overseas partners, staff, and volunteers.
CONTINUOUS IMPROVEMENT:	To participate and contribute to improving the quality of program and level of service provided by Cosmos HealthCare
SAFE PRACTICE AND THE ENVIRONMENT:	To adhere to all organisational Policies and Procedures pertaining to Safe Practice and the Environment, the Occupational Safety and Health Act, 1984, the Occupational Safety and Health Regulations, 1996.
STAFF DEVELOPMENT:	To attend any relevant staff development training sessions offered by Cosmos HealthCare.
DRESS STANDARD:	A good standard of appearance when working (smart casual) for Cosmos HealthCare.



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Name of Employee: _____

Position Start Date: _____

As the occupant of this position, I have noted the statement of duties, responsibilities and other requirements as detailed in this Job Description and undertake to fulfil them to the best of my ability.

I agree to adhere to the statutory general duty of care for employees and volunteers under the Occupational Safety and Health Act, 1984 and the Occupational Safety and Health Regulations, 1996. This duty of care requires me to take reasonable care to protect myself and others in the workplace, by co-operating with Cosmos HealthCare Management in following safe work procedures and using protective equipment.

I agree to abide by the organisation's Confidentiality Policy and will not divulge any unauthorised information about: (a) our partners; (b) staff members; and (c) the organisation's operations and affairs.

Employee's Signature

Date

Chief Executive Officer's Signature

Date