

<b>Job Title:</b>	Programme Manager
<b>Nationality:</b>	This position is open to New Zealand nationals and international candidates.
<b>Employment Basis:</b>	16 hours per week
<b>Salary</b>	\$25,000 per annum
<b>Term:</b>	Permanent position
<b>Location:</b>	New Zealand (with some travel required domestically and internationally)
<b>Start Date:</b>	November 2018
<b>Application closing date:</b>	5.00pm on Monday 22 October 2018

## 1. Overview

Engineers Without Borders New Zealand (EWB) is a passionate and energetic organisation that creates positive change through humanitarian engineering. We are a member-based and for-purpose organisation with chapters based in Wellington, Christchurch, Hamilton and Auckland.

Our overarching vision is that everyone has access to the engineering knowledge and resources required to lead a life of opportunity, free from poverty. This means we work within New Zealand and the South Pacific to improve access to engineering leadership and capability of people in need via grassroots engineering programmes, capacity development, and sector leadership. With 10 years' experience, we have three major focus areas:

1. enabling appropriate solutions to alleviate poverty and accelerate inclusive sustainable development;
2. redefining engineering as a community centred profession providing leadership for a more sustainable world; and
3. inspiring and mobilising a global community in engineering for social change.

We strongly believe that every engineer can be a change agent for a socially just and sustainable world. This belief drives us to lead a movement of like-minded individuals and companies working together to increase the social impact created by engineers and their projects. We achieve impact through cross-sector collaboration and partnerships. We work in partnership with organisations and communities in assisting them to gain access to knowledge, resources and appropriate technologies needed to achieve their objectives.

Our way of working is different. We empower our staff to make important strategic decisions, wear multiple hats across our core work areas, and play to their strengths. This role is for a self-driven high performer who wants to join an organisation that values thought leadership, innovation and people development.

At Engineers Without Borders we actively encourage Māori and Pacific Islander people, women and people living with a disability to apply. We value diversity and the strength it brings to our organisation, we strive to be an inclusive workplace. We encourage you to contact us to discuss any personal assistance required to complete this application.

## 2. Role Summary and Key Responsibility Areas

### Role Summary

Working with a reasonable amount of autonomy and independence, the role requires the staff member to lead and support the strategic growth of our programmes. Working alongside an unpaid and part time programme coordinator, the staff member will ensure that our programmes are planned, managed and delivered effectively.

The role includes development and strengthening of key strategic and operational partnerships, maintaining an awareness of the activities of other stakeholders in the sector, and maintaining knowledge of the external environment in which we operate.

It is expected that this role will support the implementation of key elements of our strategic goals. These are:

1. Position ourselves as thought leaders in the field of humanitarian engineering.
2. Build an education and training pathway to develop a diverse cohort of future humanitarian engineering leaders.
3. Ensure all of our engagements are informed by a deep understanding of the needs of our partner communities.
4. Ensure the long-term sustainability and viability of EWB NZ as an organisation.

In particular, this role will support our strategies in the following ways:

- Strategy 1: By ensuring that we are leading by example and that our programmes are applying and demonstrating a strong humanitarian engineering approach.
- Strategy 2: By ensuring that our programmes are well coordinated and aligned with our programme logic and that relationships with other stakeholders are leveraged to maximise our combined impact.
- Strategy 3: By ensuring that our programmes are based on best practice and that outcomes and learnings from sector research and knowledge are implemented effectively.
- Strategy 4: By ensuring that the impact of our programmes is well communicated and that the value of our programmes is realised.

This is a broad role covering all aspects of the engineering and technical sector and includes working with stakeholders in education, private sector, industry associations, government and non-governmental organisations.

### Key Responsibilities

- Lead and support the strategic direction of EWB's programmes
- Develop and strengthen strategic and operational relationships with key partners and networks (government departments, universities, industry partners etc.)
- Maintain knowledge of the external environment in which we operate
- Supporting implementation of our key strategies

### Team Relationships & Management

This position is based in New Zealand and reports to the Executive Director. The majority of EWB personnel are unpaid volunteers, including the programme team leaders and programme teams. They are often working or studying full time, this means that some flexibility in work hours is desirable as well as an ability to work patiently with volunteers.

### 3. Selection Criteria

Essential	Desirable
<b>Qualifications &amp; Language</b>	
<ul style="list-style-type: none"> <li>Degree qualification/s or equivalent diploma with sufficient experience - in development studies, international development or similar</li> <li>Highly proficient in English language (written and verbal)</li> </ul>	<ul style="list-style-type: none"> <li>Proficiency in Te Reo Māori language (written and verbal)</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>At least 5 years' experience in a related field (e.g. international development)</li> <li>Designing, monitoring and evaluating programmes for social change (varying size and scope and monitoring impact)</li> <li>Partnership development and management across a variety of stakeholders including education, government, private sector, NGO and the community</li> <li>Leading and working with a diverse team of volunteers for programme outcomes in a collaborative and supportive manner</li> <li>Living and working in developing country contexts (preferably Pacific Island countries) and strong level of cross-cultural awareness and working with international cultures</li> </ul>	<ul style="list-style-type: none"> <li>Working in a design thinking and/or entrepreneurial environment</li> </ul>
<b>Knowledge and Skills</b>	
<ul style="list-style-type: none"> <li>Contextual analysis, strategic planning and designing of programmes for sector- wide change</li> <li>Programme design including scoping, planning, scheduling, budgeting, reporting, monitoring and evaluation</li> <li>Stakeholder engagement and networking skills, and the ability to manage expectations</li> <li>Understanding of contemporary approaches and trends in international development and social impact</li> <li>Excellent written and verbal communication skills, including the ability to articulate ideas and concepts clearly and concisely to range of different stakeholders</li> <li>Ability to transfer skills and knowledge to others, using a strengths-based and capacity building approach</li> <li>Strong organisation, time management and prioritisation skills</li> <li>Computer literate with proficiency in the Microsoft Office Suite and online document management software e.g. Google Drive</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of engineering / technical sectors in the South Pacific region or similar contexts</li> <li>Knowledge of historical and current state of affairs in the South Pacific region</li> </ul>
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>Understanding of, and commitment to, EWB's vision, mission, values and organisational strategies</li> <li>Understanding of, and passion for, EWB's member engagement model and the engagement of a diverse range of volunteers, students and professionals in creating change</li> </ul>	

- Commitment to excellence and integrity in outputs and work relationships
- A collaborator, networker and a connector
- Ability to work with staff and volunteers across all levels of an organisation, building an expectation for excellence, outcomes and positive relationships – coupled with sensitivity to individual needs
- Ability to work independently and as part of a geographically dispersed team, coupled with the ability to seek guidance when required

#### **4. Remuneration**

This role is a part time position for 16 hours per week with salary and benefits of \$25,000 per annum.

#### **5. Process**

Please submit a cover letter (maximum 3 pages) addressing how you meet the selection criteria (Qualifications, Knowledge, Experience, Skills and Personal Attributes) and your CV (maximum 3 pages) to [carys.everett@ewb.org.nz](mailto:carys.everett@ewb.org.nz) with the email subject title “Programme Manager Application”.

Any enquiries can be addressed to [carys.everett@ewb.org.nz](mailto:carys.everett@ewb.org.nz). Please include the email subject title “Programme Manager Query”.

Applications close at **5pm on Monday 22 October 2018**.

#### **6. What happens next?**

Short-listed candidates will be asked to attend a phone/skype interview with EWB staff. This may be followed by further interview(s), face-to-face in Wellington or Christchurch with EWB staff, psychosocial assessment and reference checks.

EWB adheres to statutory laws in New Zealand regarding child exploitation, child pornography and the abuse of children. We are committed to the protection of children from all forms of harm. You will be required to sign a Code of Conduct prior to being accepted. Confirmation of the role is also subject to satisfactory: procurement of visa and work permits, criminal record check of the applicant and any accompanying adults.

#### **\*Engineers Without Borders:**

- Actively encourages Māori and Pacific Islander people to apply;
- Actively encourages women to apply;
- Actively encourages people living with a disability to apply;
- Celebrates diversity; and
- Supports an inclusive workplace.

Please contact us to discuss any personal assistance required to complete this application.