



Islamic Relief
Australia



ACFID
MEMBER



Call 1300 308 554
www.islamic-relief.com.au

International Programs Officer | Sydney |

International Aid NGO | One Year Maternity Contract Full time |

Who are we?

Islamic Relief Australia (IRAUS) works within the Islamic Relief federation to deliver high quality aid and development projects in line with our aims of alleviating suffering and ending poverty and inequality for all people around the world.

We are a non-proselytising, non-sectarian faith based NGO. Our Islamic values of compassion, excellence, social justice, custodianship and sincerity inspires the work we do and informs our organisational culture.

We are a small, dynamic team based in Auburn, Western Sydney with a fundraising and awareness-raising focus. We are proud to be an Australian NGO, and work to uphold the ACFID Code of Conduct and work within DFAT compliance requirements.

We are proud to be a child-safe organisation, and require all staff to oblige by our Child Protection Code of Conduct.

Who are we looking for?

You are a self-motivated individual who has proven experience in all stages of the project management cycle within the international aid and development sector.

You understand and agree with our Islamic values and have an awareness and knowledge of the Islamic faith and practice. You agree with our mission and our vision. You will be proud to represent Islamic Relief within the Australian aid sector.

You are a strong communicator, who is willing to work closely within a highly diverse team based in Australia and with partners around the world.

You are conscientious in record keeping and have knowledge of and experience in applying best practice in aid and development project management.

Charity No. NSW 21816 - VIC 136000 - SA CCP 137 - WA 21922 - QLD CH2574 - ACT 19000985

ABN 82 147 006 639

Sydney Office

56 Auburn Road, Auburn
NSW 2144, Australia

Queensland Office

9/3374 Pacific Highway, Springwood
QLD 4127, Australia

Melbourne Office

Shop 4/12-20 Reservoir Drive, Coolaroo
VIC 3048, Australia





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The Role:

1. A One year maternity leave contract.
2. Working with IRAUS programs manager to identify project proposals that are in line with IRAUS' strategy and fundraising aims.
3. Appraising project proposals and budget notes to ensure they are of a high standard for funding.
4. Working with departments within IRAUS to manage the project funding process
5. Maintaining records of all projects funded by IRAUS.
6. Conducting participatory monitoring and evaluation on projects in multiple countries and preparing subsequent reports with conclusions and recommendations.
7. Working closely with Communications and Fundraising staff to provide them with accurate and good quality information about projects, regions, themes and issues for public dissemination.
8. Attending and contributing to meetings and working groups on behalf of IRAUS within the Australian aid sector and within the Islamic Relief.

The Successful Candidate must have (selection criteria):

- A degree in international studies, international development or a related field.
- Two years' prior experience in a similar role, in Australia or in the field.
- Experience in writing or appraising project proposals and budgets.
- Experience in planning and conducting project monitoring and evaluation and report writing, including participatory approaches to monitoring and evaluation.
- Awareness of the ACFID Code of Conduct and DFAT compliance requirements.
- Ability to travel overseas to developing countries.
- Awareness of Australian legislation and sector practice in regards to Child Protection, Counter Terrorism.
- An awareness of Islamic values and a willingness to work within an Islamic faith informed environment
- A commitment to adhere to the IRAUS Policies and procedures.
- Candidates who have previously worked on projects within the ANCP program will be considered favourably.
- Excellent computer literacy and knowledge of Microsoft Office 365.

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Islamic Relief (IR) promotes equality and meritocracy, and seeks individuals who agree with the IR values together with our policy standards on Anti-Bribery, Child Protection and Code of Conduct. We will carry out screening checks and will take out references on your behalf if you are selected.

Please note, we are only able to accept applications from candidates who are eligible to work in Australia.

To apply for this position, please submit a written response addressing each of the selection criteria (no more than 250 words per criteria) as well as your Resume and Cover Letter to hr@islamic-relief.com.au

Closing date: Sunday 18 March 2018

Only short-listed candidates will be contacted.

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