

JOB DESCRIPTION

ACTION ON POVERTY Program and Compliance Officer

Key Position Information	
Job title	Program and Compliance Officer
Reports to	Head of Program Operations
Location	Hanoi, Vietnam (with possible travel to project sites)
Salary package	TBD (salary packaging available)
Hours	Full Time
Duration	12 months (extendable), full-time
Review	Subject to performance review against agreed indicators
Purpose	The Capacity Building and Compliance Officer is a key role within AOP, designed to enhance partner capacity, ensure adherence to compliance standards, and support the organisation in maintaining compliance with DFAT's Australian NGO accreditation and the ACFID Code of Conduct. This position integrates capacity-building initiatives with compliance activities, strengthening AOP's partnerships, operational integrity, and accountability.
Key relationships	Program Effectiveness Team
Qualifications	<ul style="list-style-type: none"> • A Graduate qualification in international development or a related field. • Minimum of 4 years experience in capacity building, compliance, or project management within an international development context. • Demonstrated experience managing priorities and working in a donor-funded environment, preparing donor reports and grant applications to deadlines. • A demonstrable knowledge of international development issues, DFAT policies, and the Australian NGO context. • Proficient in using Microsoft products and other information management and IT communications platforms. • Excellent communication and interpersonal abilities, with experience in training and mentoring. • High attention to detail and ability to manage complex documentation requirements.
Personal Characteristics	<ul style="list-style-type: none"> • The highest levels of integrity. • Be a team player. • Have passion and enthusiasm for the work we do in the sector. • Have a passion for change, learning, and continuous improvement. • Be collaborative yet able to work effectively independently.

Travel	The ability to travel is a requirement of this role. International and domestic travel may be required.
Policy & Conduct	All employees of Action on Poverty make a personal commitment to the organisation's mission and values and indicate this by signing Action on Poverty's Staff Code of Conduct. Personal and professional conduct is expected to be consistent with all expectations set out in Action on Poverty's policies and Employee Manual.

About Action on Poverty	
About us	<p>Action on Poverty (AOP) is a secular, not-for-profit non-government organisation (NGO), founded in Australia in 1968 and incorporated in the state of NSW in 1983. AOP supports Programs in Africa, the South Pacific, Southeast Asia and South Asia. Working in partnership with others is a key feature of our work. We focus on strengthening and empowering local NGOs Civil Society groups in developing countries so that they can better meet their aspirations.</p> <p>AOP holds full accreditation with the Australian Government and is a signatory to the Australian Council for International Development (ACFID) Code of Conduct, which requires high standards of corporate governance, public accountability and financial management to be in place.</p> <p>AOP's Strategic Plan for 2024-29 outlines three strategic objectives:</p> <p><i>1. Sustainable impacts on poverty reduction</i></p> <p><i>AOP initiatives have positive and measurable impacts in communities, reflective of their priorities.</i></p> <p><i>2. Recognised leader in reducing poverty in innovative ways</i></p> <p><i>Key stakeholders recognise AOP's reputation for co-designing scalable community development initiatives.</i></p> <p><i>3. Operational excellence</i></p> <p><i>AOP's operating model reflects best practice financial management, program management and governance frameworks.</i></p> <p>Our work is funded by contributions made by the Australian public and from the Department of Foreign Affairs and Trade (DFAT) through the Australian NGO Corporation Program (ANCP).</p>
Our vision	All people thriving in a world without poverty.
Our mission	To be the catalyst that mobilises and collaborates with changemakers globally to create environments free from poverty

	in which communities flourish. We partner with changemakers in local communities around the world to convert new or innovative ideas into scalable, evidence based and cost-effective solutions that address the root causes of poverty. Our support and solutions are tailored to meet community needs and priorities.
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Principal Accountabilities	
Capacity Building	<ul style="list-style-type: none"> • Conduct partner capacity risk assessments (CRA) and co-design capacity development plans, ensuring alignment with AOP's strategic priorities and DFAT accreditation standards. • Coordinate with Program Managers to identify and deliver training programs to strengthen partner organisations' capacities in governance, program management, financial accountability, monitoring and evaluation, and safeguarding practices. • Design and disseminate training materials, toolkits, and guidelines tailored to partner needs, including topics such as risk management, safeguarding, and reporting. • Facilitate peer-learning opportunities, such as regional workshops, learning exchanges, and mentoring programs. • Monitor and evaluate the effectiveness of capacity-building activities, collecting feedback to inform iterative improvements. • Provide ongoing coaching and technical support to partners to operationalise capacity-building efforts.
Compliance Support	<ul style="list-style-type: none"> • Ensure compliance with DFAT's Australian NGO accreditation requirements by leading or supporting relevant audits, assessments, and reporting processes. • Maintain up-to-date knowledge of DFAT's standards and guidelines, advising AOP teams and partners on compliance expectations. • Collaborate with the Senior Management Team to review and update AOP's policies and procedures, ensuring they reflect DFAT and donor requirements. • Coordinate policy dissemination and compliance training for AOP staff and partners, with a focus on areas such as safeguarding, counter-terrorism financing, gender equity, disability inclusion, and environmental sustainability. • Manage and update AOP's compliance tracking systems, maintaining accurate records of partner compliance, risks, and mitigation actions.
Quality Assurance	<ul style="list-style-type: none"> • Support AOP's efforts to prepare for the accreditation, coordinating documentation, evidence collation, and policy alignment. • Conduct internal reviews to assess gaps in compliance and work with relevant teams to address findings. • Facilitate self-assessments and capacity gap analyses to ensure readiness for accreditation and ongoing compliance. • Maintain a compliance register to track accreditation milestones, reporting deadlines, and policy review schedules. • Maintain an updated database of policy statuses and ensure compliance with AOP guidelines.

Partnership Management and Risk Mitigation	<ul style="list-style-type: none"> • Collaborate with the Head of Program Operations to conduct onboarding partner risk assessments of new partners. • Collaborate with the Head of Program Operations to conduct capacity and risk assessments of new and existing partners. • Support partners in developing and implementing risk mitigation strategies, including financial, operational, and safeguarding risks. • Monitor partner performance and compliance, addressing any issues transparently and collaboratively.
Monitoring, Evaluation, and Learning (MEL)	<ul style="list-style-type: none"> • Support the development and implementation of robust MEL frameworks to track capacity-building outcomes and compliance progress. • Update and maintain Project databases as required. • Coordinate with the Program Team to monitor and track the delivery of capacity-building activities, ensuring alignment with project timelines and objectives. • Input CRA results and complete partner surveys in the SOPACT system, maintaining accurate and up-to-date records for monitoring and reporting purposes. • Facilitate the sharing of lessons learned and best practices across AOP programs and partnerships to promote continuous improvement.
Organisational Support	<ul style="list-style-type: none"> • Contribute to strategic planning processes, ensuring capacity-building and compliance considerations are integrated into AOP's objectives. • Provide administrative support for compliance-related initiatives, including logistics for CRAs, training, and partner engagement. • Support internal communications to ensure staff are informed of compliance updates, capacity-building opportunities, and accreditation processes.

HOW TO APPLY

Interested candidates are invited to submit their CV and cover letter in English with the subject line of "Program and Compliance Officer Application – Your name" to recruitment@actiononpoverty.org.vn by/before 15 January 2025. While we appreciate all responses, only shortlisted candidates will be contacted.

AOP is an equal-opportunity employer and a child-safe organization, AOP does not discriminate on the grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All employees, volunteers, and interns are required to comply with AOP Policies. The successful candidate will be subject to reference checks, a police check, and a working with children check.