

Position description Program Impact Coordinator

Location: Brisbane CBD (hybrid)

Duration: Permanent

Hours: Full-time

Reports to: Chief Executive Officer

Work Level: Junior level (1-4 years of relevant experience)

The Kyeema Foundation (Kyeema) works to improve the health and prosperity of marginalised communities and their environments. We:

- work in partnership with purpose-led organisations to catalyse innovations and enrich lives
- support and work with local partners to address locally identified problems
- are champions of innovative, inclusive technological approaches that lead to transformative and sustainable change in communities.
- promote and scale opportunities for improved health and prosperity in three key focus areas: Nutrition, Health, and Livelihoods; Resilient Communities; and Innovation.

Position Overview

Kyeema Foundation is seeking a motivated and detail-oriented Program Impact Coordinator to support our monitoring, evaluation, reflection & learning (MERL), as well as compliance functions across our global programs. This position is an excellent opportunity for individuals early in their careers who are passionate about equitable and sustainable international development and committed to achieving sustainable impact through rigorous project MERL processes.

The Program Impact Coordinator will ensure that project cycle documents are compliant with organisational and donor requirements, assist in tracking key performance indicators (KPIs), and support ongoing learning and improvement across Kyeema's initiatives.

Key Responsibilities

Monitoring, Evaluation, Reflection and Learning (MERL) Support:

- Assist in updating and implementing Kyeema's Effectiveness Framework and tools for project MERL.
- Support data collection, entry, and analysis to track project impact against projected outputs and outcomes.
- Support the development of case studies, success stories, and lessons learned based on MERL data. Support in-country teams to gather and manage wider project data in Project Reporting Tools (PRTs)
- Prepare reports, dashboards, and summaries of project impact across core country programs for internal and external stakeholders.
- Conduct regular field visits (when possible) to monitor activities and collect qualitative and quantitative data.

Project Cycle Compliance:

- Ensure that all project cycle documentation (proposals, work plans, reports, budgets, etc.) complies with internal policies, donor requirements, and regulatory frameworks.
- Maintain a comprehensive filing system for all project documents to ensure easy access and compliance with audit standards.
- Work with the Country Managers and Project Managers to track project deliverables and deadlines.
- Assist in reviewing partner reports and documentation for accuracy and completeness.

Capacity Building:

- Assist in delivering training and support to in-country teams, local partners, and field teams on MERL processes, reporting and compliance requirements.
- Help develop and disseminate MERL guidelines, templates, and resources to partners and stakeholders.

Collaboration & Learning:

- Collaborate with program teams to ensure that MERL findings are integrated into project planning and decision-making processes.
- Participate in team meetings and workshops to contribute to project learning and continuous improvement and increase knowledge in key cross cutting areas (e.g. gender equity, social and disability inclusion, environmental sustainability, climate action, child safety, prevention of sexual exploitation, abuse and harassment/PSEAH).

General Administrative Support:

- Contribute to the DFAT Australia NGO Cooperation Program (ANCP) annual development plans and performance reports.
- Provide general administrative support to the CEO and Country Managers as required.
- Assist in preparing presentations, briefing notes, and other communication materials for internal and external meetings.
- In partnership with the CEO and team, prepare programmatic impact and organisational performance presentations and contribute to the organisational annual report preparation;

Key Performance Indicators

- Quality of Organisational and Project Level Monitoring Reports and submitted on time.
- Donor satisfaction with quality of MERL reporting.

Qualifications and Skills

- Bachelor's degree in international development, Sciences (Including Veterinary and Agricultural Science), Statistics, Public Health, or a related field.
- 1-4 years of relevant experience in monitoring and evaluation, program management, or a related area.
- Strong initiative, organizational skills, and attention to detail.
- Familiarity with MERL tools, data collection methods, and frameworks.
- Basic knowledge of compliance requirements in the international aid and development sector is an asset.
- Proficiency in Microsoft Office, especially Excel for data analysis and reporting.
- Strong written and verbal communication skills.
- Ability to work effectively in a team and adapt to diverse environments.
- Willingness to travel to field locations as needed.

Preferred

- Experience working with NGOs or in international aid and development contexts.
- Familiarity with qualitative and quantitative research methods.
- Lived experience with disability and social inclusion mechanisms in the workplace, or background in development and implementation of organizational GEDSI policies and practices.

Equity, Diversity & Inclusion

Kyeema is committed to equity, diversity, and inclusion in everything we do. We welcome applications from all sections of society and actively encourage diversity. We strive to achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment regardless of socio-economic background, age, race, gender identity and expression, religion, ethnicity, sexual orientation, disability, nationality, veteran status, marital or Indigenous status.

Commitment to Safeguarding

Our organisation is committed to child safety and prevention of sexual exploitation, abuse, and harassment (SEAH). We have zero tolerance of child abuse or any SEAH. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we conduct working with children, police records and reference checks (as we see fit) to ensure that we are recruiting the right people.

How to Apply

Interested candidates should submit their CV and a cover letter addressing the selection criteria to kyeema@kyeemafoundation.org by 18 November 2024.

Please contact Marijke Frantzen, CEO, at marijkef@kyeemafoundation.org if you have any questions about the role or process or recruitment.

More information on the work we do can be found on our website www.kyeemafoundation.org and read an overview of our Strategic Plan 2021-2026: <https://kyeemafoundation.org/about-us/strategic-plan21-26/>