



Position Description  
Country Projects Coordinator  
Mining for Sustainable Development

Employment Type: Fixed term contract  
Duration: August 2018- December 2020, Full-Time  
Reports to: Country Projects Manager, Transparency International Australia  
Line reports: Country Projects Coordinator  
Remuneration Package: AUD 100,000 p.a total package  
Location: Melbourne Australia

## Overview

Transparency International Australia (TI Australia), the Australian chapter of the world's leading non-governmental anti-corruption movement, is implementing **Phase II** of the global '**Mining for Sustainable Development**' programme. This programme seeks to achieve real change in combatting corruption in the mining sector and building the capacity of TI Australia as a Centre of Expertise on anti-corruption in mining.

The role requires a skilled professional with experience in project management and in implementing social change programs that achieve real impact. The individual must be experienced in working cross-culturally, and have a strong interest in good governance in the extractive industries sector.

## Organisational Context

**Transparency International (TI)** is a global movement, composed of more than 100 national chapters worldwide and an International Secretariat in Berlin, Germany. We are united by our shared vision: a world in which government, business, civil society and the daily lives of people are free of corruption. For more than 20 years, TI has played a leading global role in combatting corruption, which is widely recognised to be a serious impediment to economic development and a destabilising social force.

**TI Australia** has operated as an accredited TI national chapter since 1995, focusing on ways in which Government and Australian-based companies and institutions can address corruption issues both in Australia and abroad.

Led by TI Australia with the support of the TI Secretariat, the '**Mining for Sustainable Development**' programme seeks to enhance the contribution of mining to sustainable economic and human development through a focus on improved transparency and accountability in the award of mining-related permits, licences and contracts across a range of national jurisdictions. Based on the programme's 'bottom up' approach to ensure that change happens at the level where decisions about

mining approvals are made, the primary role of the programme team is to support the participating TI national chapters.

Phase I of the programme has been successfully completed. During Phase I, participating TI chapters **identified and assessed** corruption vulnerabilities in the mining approvals processes in their countries and began building multi-stakeholder networks. Phase II will focus on **addressing** those vulnerabilities at a national, regional and global level through multi-stakeholder engagement, advocacy and policy initiatives.

## The Role

The Country Projects Coordinator will work with and support the Country Projects Manager and TI Chapters in the implementation of the programme at the country level in TI Chapters. S/he will work with the Manager to support and monitor country work plans, and to ensure that reporting obligations are met as well as providing narrative reporting for the programme to the donor/s. The Coordinator will be responsible for coordinating the programme's monitoring, evaluation and learning framework, including data collection and analysis across programme countries. The Coordinator will support other work within the team to maximise the impact of the programme.

This is a unique and exciting opportunity to help lead a global initiative designed to generate tangible and lasting change in the fight against corruption; while directly contributing to TI Australia's strategic development and global leadership.

The Country Projects Coordinator will report to the Country Projects Manager, Mining for Sustainable Development, TI Australia.

## Key Duties

Working with the Mining for Sustainable Development team in TI Australia, the Country Projects Coordinator will:

- Support the Country Projects Manager to **oversee programme implementation at a chapter level**. This will include both geographic and thematic coordination in response to chapters' National Action Plans;
- Coordinate the programme's **monitoring, evaluation and learning framework**, including data collection and analysis across programme countries, and support horizontal learning and design of future programme activities;
- Support effective **knowledge sharing and learning** across programme countries with a focus on demonstrating impact;
- Work with others in the team to **develop learning and training materials** for the programme;
- Contribute to the **development of national, regional and global advocacy messages and action plans**, and help identify relevant advocacy opportunities;
- Support **narrative and financial reporting processes**, including ensuring that expenditures are in line with chapter contracts and National Action Plans

## Key Competencies

To be successful in this role, the Country Project Coordinator will:

- **have a graduate university degree or professional qualifications** in social sciences, public policy or administration, management, organisational development, international law, international development or other relevant field;
- **have 3+ years of experience in project management with excellent attention to detail**, ideally within the public, private or not-for-profit sectors, including experience working on **complex multi-country projects** (with experience of having worked in the global South especially Africa or the Americas an advantage);
- experience designing and implementing **monitoring, evaluation and learning frameworks and processes**; and
- **fluency (written and spoken) in English, with knowledge of Spanish or French an advantage.**

## Personal characteristics

The Country Project Coordinator will demonstrate the following qualities:

- ability to work collaboratively with multiple diverse stakeholders from different backgrounds around the world;
- ability to manage competing priorities, and to make strategic decisions as to which opportunities to prioritise
- easily able to work collaboratively with others, and enjoys working as a member of a team;
- skilled at communicating complex issues effectively to different audiences and particularly at building relationships with culturally diverse stakeholders;
- high level of personal maturity, self-awareness, self-management, and integrity;
- results driven and resilient self-starter; and
- passionately committed to transparency and anti-corruption and motivated by the challenge and the opportunity to make a positive difference by combatting corruption both in Australia and around the world