



Kingdom of Tonga.

Tonga National Centre for Women and Children Tonga, By-Pass Rd, Halaleva
P. O. Box 2920, Nuku'alofa, Tonga Islands, South Pacific.
Phone & Fax: (676) 26-567; Email: tncwcinfo@gmail.com

JOB DESCRIPTION

CENTRE DIRECTOR

Location: Nuku'alofa
Duration: 12 months, with possible extension depending on funding availability
Supervisor: TNCWC Board

Program Summary

The Tonga National Centre for Women and Children (TNCWC) was established as the Catholic Women's League Project in 1995, a crisis centre for women and children experiencing domestic violence. The centre's name was changed to the TNCWC in order to support access by those of all denominations, and currently provides counselling, advocacy and community awareness-raising to support women and children affected by violence.

The TNCWC is also implementing a women's economic empowerment (WEE) project, which will include expanding business opportunities, job connections, training and connecting women to appropriate and safe financial services. The WEE project works runs in parallel with the TNCWC Eliminating Violence Against Women and girls (EVAW) programs.

The Centre Director is responsible for centre leadership and staff management, planning and coordination of all programs and its activities, maintaining budget and tracking expenditures; as well as ensuring that all policies and practices are adhered to.

Key Responsibilities

Management and Organisational Development

- Management of the TNCWC operations, programs and services
- Strategic leadership of the organisation, including identifying opportunities and areas of improvement
- Overall management of TNCWC staff performance and deliverables
- Implementation, monitoring and reporting of the TNCWC Strategic and Implementation Plans
- Stakeholder engagement, management and liaison, including with government, community, faith-based, donors, and other relevant parties, including:
 - a) represent TNCWC (or delegate other appropriate TNCWC staff) at national, regional and international forums focused on WEE, Gender-Based Violence (GBV) and EVAW
 - b) liaison with Government and non-government organisation (NGO) partners and other relevant stakeholders
 - c) liaison with local communities and organisations across Tonga
- Working closely with technical specialists and consultants, to establish organizational development, operational and learning objectives





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- Planning, initiating and maintaining quality productivity and service standards for service provision and care of clients/ survivors
- Accurate and timely monitoring and reporting of all TNCWC activities

Financial and Operations Management

- Provide oversight in the;
 - Preparation and monitoring of annual budgets and project document budgets
 - Ensure accurate tracking of expenditure and provision of regular financial reports on an organisation and project/ activity basis.
 - Acquisition and maintenance of the office rental space and equipment, including necessary procurements.
- Participation in (and/or facilitate organisation of) GBV Taskforce meetings, Case Management Committees, National Steering Committee meetings and necessary reporting.
- Oversee development and implementation of the Communications Strategy and media liaison
- Lead the development of project documentation/ proposals.
- Regular meetings and progress reporting to TNCWC implementing partners, including DFAT, UN Women and other international partners.

Staff Management

- Oversee recruitment, training and supervision of TNCWC staff including training of newly hired staff on their role and responsibilities and completion of annual written evaluations in accordance with the TNCWC's HR policies.
- Staff performance management, including organisation and quality assurance of technical capacity building and mentoring for all TNCWC staff.
- Update and maintain employee records, job descriptions and contracts in accordance with policies and procedures developed by the TNCWC.

Service Provision

- Monitor the counselling, psycho-social and other service interventions with clients that are provided by counsellors.
- Monitor the Economic Empowerment Project.
- Ensure staff and client safety within and outside of TNCWC.
- Must be prepared to comply with other job requirement duties that may arise.

ACCOUNTABILITY:

The TNCWC Coordinator will report directly to the TNCWC Board and will be the secretary of the Board as per the TNCWC Constitution.





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QUALIFICATIONS and EXPERIENCE:

- Minimum of a Bachelor's Degree in a relevant field (e.g. Social Sciences, Development, Gender Sociology, Psychology)
- Demonstrated strong leadership and management skills.
- A minimum of 5 years' experience working in grant management or project management, preferably within donor funded Programs or Projects
- Thorough understanding of project/program management techniques and methods
- Minimum three (3) years' work experience in the area of addressing Violence against Women and Girls, gender equality, women's economic empowerment or related field.
- Excellent oral and written communication skills in both in Tonga and English languages
- Capable of working under pressure and meeting tight deadlines and maintaining a professional appearance and demeanour in all situations and contexts.
- Commitment to adhering to the philosophy, mission, constitution and policies of TNCWC (notably its Child Protection Policy)
- Skills to be empathetic, non-judgmental, supportive, respectful and empowering in working with women and children survivors of violence.
- Capable of working collaboratively with a range of stakeholders, including government, donor and community organisations.

Desirable

- Knowledge of the dynamics of, and appropriate response to violence against women and girls and women's economic empowerment
- Proven experience as program director or other managerial position.
- Experience in providing training, support and mentoring

OTHER REQUIREMENTS:

- Possession of a valid driver's license or ability to attain a licence.
- Ability and willingness to travel overseas and in-country.

