

TERMS OF REFERENCE PROJECT OFFICER



TERMS OF REFERENCE (TOR)

Location	Tongatapu
Expected Duration	September 2023 to August 2025
Application Deadline	Monday, 25 th September 2023
Position	Project Officer

1. Overview of Role

The Project Officer will work on all projects of the organisation and will provide support to the organisation through the acquisition of projects and funds for the organisation. This officer will help lead the organisation Operations Unit.

2. Background

The Ma'a Fafine mo e Famili (MFF) is a Non-Government Organisation (NGO) which was formally established on the 15th April 2008. We are firstly a women's rights organisation and we have evolved to include, children, the elderly and those living with disabilities in our portfolio. We basically conduct counselling for victims of violence especially women, children, the elderly and we also refer them to the services that they need such as to the hospital, the police and legal services. We also run outreach training on legal literacy and transformational leadership to women and nowadays men, on their rights within the Constitution and the laws of Tonga. If there is a right that needs to be recognized, we research into it and lobby for it. Our *National Study on Domestic Violence Against Women 2012* was used as baseline for the formation of the *Family Protection Act 2013*. Our study on the *Experiences and Needs of Children Including those living with Disabilities, 2018* is now baseline for the drafting of the *Children's Protection Policy, 2023*. Another important element of our work is caring for the elderly, 60 years and over on Tongatapu, Ha'apai and 'Eua, Niuatoputapu and Niua Fo'ou. We have been doing this for the government since 2012.

Through the Tonga Australian Support Platform (TASP), MFF has been awarded grants that will enable them to deliver quality services to their target audiences whom are elderly clientele and young women leaders.

3. Purpose of the Role

The Project Officer will be the main driver of all projects and proposed areas that need support and strengthening in the Ma'a Fafine mo e Famili Inc. (MFF). This person will work closely with the Director of the organisation to create activities that are in line with the organisation's vision and to seek out funding for these activities.



TERMS OF REFERENCE PROJECT OFFICER

4. Roles and Responsibilities

- Assist the Director in preparing and updating the organisation's 'Strategic Plan';
- Assist the Director in preparing and updating of internal policies of the organisation;
- Assist the Director in ensuring that the policies are made available to the staff and that training has been carried out on them;
- Assist the Director in seeking out of projects and send in applications to the donors or show interest in the projects that are in line with the MFF's vision and goals;
- Assist the Director in ensuring that all projects are carried out in accordance with MFF's Constitution and also the requirements of each donor;
- For each project, prepare all budget statements together with the financial officer so as to ensure that the budget line is in sync with the project proposal;
- Collect all data and information for all reports;
- Enter all data into appropriate data bases;
- Retrieve necessary data to analyse, formulate indicators and report to the director and in all reports to the MFF Board, Stakeholders and as needed;
- Prepare narrative reports to go together with financial acquittals which have been prepared by the Financial officer;
- Prepare for the organisation's AGM – Meeting Papers, Agenda, Venue and letters of invitation and any other matters that the Director may require;
- Prepare quarterly and annual narrative reports for the organisation;
- Update Strategic Plans and the Constitution during the AGM;
- Understand that confidentiality is the cornerstone of all work at MFF and it must be respected and complied with at all times;
- Assist in ensuring that all correspondence both nationally and internationally are up to date and followed closely;
- Assist in overseeing all Media activities and keep up to date MFF's website and facebook page;
- Assist in the identification of all training needs for the staff and the projects of the organisation;
- Assist in ensuring that all research is in line with the organisation's vision and goals and are carried out correctly and scientifically with ethical and government approval and so forth;
- Assist in preparing all training material/booklets;
- Translate all training material into the Tongan language before all training;
- Oversee the photocopying and the binding of the training booklets;
- Assist the lead Senior Training in identifying other trainers if necessary;
- Assist the lead Trainer in carrying out of all training;
- Assist the lead Senior Trainer in ensuring that participants are represented from all groups in Tonga; the males, females, LGBTQ21 Community, the youth, the people in the grassroots, those living with disability and so forth;
- And any other matters directed by the Director.

5. Essential Criteria

- A Bachelor or post graduate qualification in Administration, Economics, Development Studies, or any Social Sciences and at least 3 years experience working in a similar role, preferably for a regional program or donor-funded activity.



TERMS OF REFERENCE PROJECT OFFICER

- Excellent understanding of project application, coordination and reporting
- Experience working in an environment involving high levels of change and complexity
- Computer proficiency and experience with computerised accounts packages including MYOB, Excel, PowerPoint, and Word
- Understanding of data, indicators and their use in planning and project development
- Prior experience working in a fast-paced environment and to strict deadlines, managing a complex and diverse workload, maintaining high levels of attention to detail whilst producing high quality outputs.
- Strong written and spoken in Tongan and English language skills.
- Excellent interpersonal and communication skills and experience in liaising with a range of partners, stakeholders, and vendors.
- Enthusiasm and ability to work as part of a team, while being able to work independently.
- Demonstrated ability to work collaboratively and effectively at a range of administrative levels in a cross-cultural setting.
- The Project Officer will report directly to the Director of the Organisation.

6. How to apply

Interested candidates should submit their CV along with their application letter, 2 referees, police record, medical record and a copy of a valid driver's license. These can be sent via e-mail to mfftonga@gmail.com no later than 25th September 2023.

Only those who will be shortlisted, will be contacted.