

# ROLE PURPOSE

**Role Title:** Senior Program Quality Advisor

**Division:** Quality, Effectiveness & Impact

**Location:** Australia

**Date:** May 2026

**Employment type:** Full time, Fixed term with flexible work arrangement

**Reports to:** Director – Program Quality & Effectiveness

**Number of direct reports:** Nil

**Leadership Band:** Leads Others

## Purpose of the role:

The Senior Program Quality Advisor (PQA) role acts as a partnering, supporting and quality assurance function, supporting country teams and partners to own the process of program cycle management in line with best practice. They are responsible for ensuring a high-quality, contextually relevant and strategically aligned portfolio of programs across The Foundation, that aligns with country-identified priorities and best practice principles. The PQA role fosters a culture of excellence and accountability, to support evidence-informed, locally led program design, monitoring and evaluation, and continual learning. They work closely with country teams and implementing partners to facilitate internal processes, connect teams to other internal stakeholders, and provide other systems and strategic support. PQAs facilitate the sharing and documentation of lessons, case studies, and best practices across countries, to drive adaptive programming, contributing to organisational strategy and support donor engagement.

The **Senior PQA** will own the outcomes of:

### Program Quality Assurance

- Provide technical support and guidance for the development of high quality and strategic country, thematic and global programs and projects, including funding proposals.
- Work together with country teams, partners and relevant technical advisors to ensure program design is strategically aligned and contextually relevant.
- Provide facilitation, oversight and support of the program design process and cycle, including monitoring and evaluation. Contribute to refining the design process, templates and tools, ensuring they are simple, agile and align with country team needs and compliance requirements.
- Support country teams to achieve robust and effective program design, ensuring projects are designed and delivered in line with current global knowledge, and are embedding clinical quality, research, equity and inclusion, and innovation into projects and their management.
- Create and facilitate spaces for country teams and partners to reflect, convene, share, and innovate, as part of program design, and support country teams to generate practical ideas and solutions to emerging challenges, and embed continuous quality improvement.
- Remain up to date with the latest best practice and sector developments, sharing relevant insights in accessible and actionable formats.
- Input into the development of organisational strategies and guidelines to improve The Foundation's practice in key strategic areas, and further develop and strengthen the policies, procedures and tools of The Foundation which guide and support program development.

### Building Connections and Learning

- When requested and required, facilitate connections between country teams and other internal and external stakeholders, ensuring timely access to specialist technical support.
- Proactively identify and leverage synergies across countries and programs to support, amplify, or simplify country-led work.
- Support the documentation of lessons learned, case studies, and best practices—to ensure valuable insights are shared across countries to drive adaptive programming and continuous improvement.
- Assist in facilitating technical training or professional development opportunities for country teams and partners, including opportunities for co-learning and developing joint learning agendas.

### Centering in-country expertise

- Contribute to building program development expertise within country teams, and organisational strengthening of in-country partners, in ways that allow sustainability and autonomy.
- Facilitate opportunities for country and partner staff to be part of, or lead, global working groups, networks, conferences and other professional services; and use own networks and resources to promote and amplify the expertise of local teams and partners.

## Ways of Working

- **Act as a 'Critical Friend':** provide advice and guidance when requested, and act as a sounding board for ideas, challenges and opportunities.
- **Work in solidarity:** align support with priorities and goals of country teams and partners.
- **Adopt a 'support team' philosophy:** Adopt a support team approach, ensuring your role remains collaborative and does not overstep into leadership or decision-making.
- **Prioritise local ways of working:** Tailor working methods to align with the preferences and needs of country teams and partners.
- **Champion locally led approaches:** Advocate for country teams and partner organisations and actively seek opportunities for local leadership.
- **Availability and responsiveness:** As much as possible, be available to country teams at times that work for them, and respond to requests in a timely manner, respecting the time constraints of country teams.
- **Yield Power and Avoid Directive Approaches:** Look for opportunities to yield power, encourage respectful and constructive discussion while avoiding instructing or coercing country teams or partners, respecting that all final programming decisions sit with the Countries.
- **Challenge Hierarchical Processes:** Identify and challenge practices or ways of working that reinforce hierarchies.

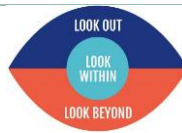
## Essential Experience and Skills:

- Minimum 5 years' experience in the international public health, international development or humanitarian sector, with professional experience facilitating project design.
- Expertise and professional experience in project cycle management, with strong experience in strategy and project design, monitoring and evaluation.
- Experience working within a development setting to strengthen systems, preferably with a strong understanding of health systems.
- Experience in resource mobilization, including supporting the development of high-quality bids for donor funding.
- Experience in coaching and strengthening the capacity of others.
- Strong collaborative skills, with the ability to support and influence multiple stakeholders and effectively engage people across the organisation.
- Advanced written communication skills, with the ability to write effectively for varied purposes and audiences; including program designs, donor proposals, reports and publications.
- 

## Our Capabilities:

### As a member of The Foundation Family you will:

- Live by the values of The Foundation and support The Foundation's culture, performance and brand.
- Adhere to all The Foundation's policies and procedures.
- Strengthen the health, safety and well-being of all/look out for the well-being.
- Lead, collaborate and contribute in all interactions.



## Desirable Experience:

- Degree in related field (public Health, International Development).
- Experience working with stakeholders in the Pacific region.
- Experience in humanitarian settings.

## Travel:

Domestic and international

## Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

## The position involves:

This position is recognised as having "Contact with Children" either direct or indirect  
This position does not involve "Working with Children" either direct or indirect.

## To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children