



backing local change.

## POSITION DESCRIPTION

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# Pacific Islands Programs Manager

### POSITION TYPE

Full time, Independent Contractor,  
12 month term with possibility to extend

### REPORTS TO

Pacific Islands Regional Manager

### KEY WORKING RELATIONSHIPS

- Fiji Country Coordinator and Facilitator
- MEL Manager
- Head of Program Design

### LOCATION

Fiji

### ROLE DESCRIPTION

The Pacific Islands Programs Manager is responsible for the management and coordination of a portfolio of programs and partnerships that support impact and women led entrepreneurship in the Pacific Islands region. Within the portfolio, the Programs Manager will be responsible for leading assigned programs and partnerships. They will also work closely with the Pacific Islands Regional Manager to contribute to other activities within the region. The role works across all stages of programs and partnerships including proposals, design, content creation, delivery, coordination, administration and reporting. The Programs Manager will also be a vital stakeholder for liaising and building relationships with key players in the women and impact entrepreneurship sector across the region.

## ABOUT YGAP

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ygap is an international organisation that creates positive change by making entrepreneurship more inclusive. We believe that business can be a force for good, and that entrepreneurship is key to solving the most challenging social and environmental problems facing our world today. But for this to happen, the world's diversity must be represented in creating these solutions and the systems that enable them to succeed.

ygap exists to increase the capacity and agency of entrepreneurs to run successful businesses, and reduce the barriers that inhibit access and inclusion within the entrepreneurial ecosystem.

Since 2008, we have run 60 programs that have supported 626 ventures working to make change in their communities. We have offices led by local teams in Africa, the Pacific Islands and Australia.

## OUR RECRUITMENT GUIDING PRINCIPLES

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We have three guiding principles by which we approach our hiring process:

- We embrace flexible work arrangements, built on trust and respect.
- We encourage applicants from all cultures, ethnicities and backgrounds.
- ygap is committed to cultivating and preserving a culture of equity, diversity and inclusion across the organisation and all of our operations. We welcome all people to be unapologetically themselves. It is the collective sum of our individual differences, beliefs, experiences, self-expression and talent that enables us to live out our purpose which is to advance global equity through inclusive entrepreneurship. To truly achieve this, we need a community that is representative of the people we serve; the people of the world.

## OUR VALUES

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### **We challenge barriers to equality**

Inequality isn't accidental; it exists as a result of systems that support the success of some people over others. We strive to bring down those barriers that exist in the entrepreneurial space, and reimagine a system that is accessible and inclusive for all.

### **We back local change**

Our work is fully informed by the people we seek to serve, with the understanding they are best placed to find solutions to the problems they face. Our work is always led by the knowledge of our expert local teams and the needs of the communities they work with.

### **We collaborate to achieve shared value**

We are outcomes-led and actively seek out partners and funders who share our vision of an equitable and sustainable world, and who trust our team and the quality of our work to find the right solutions.

### **We choose courage over comfort**

We actively champion gender, diversity, inclusion and sustainability in every aspect of what we do - from the internal processes of our team, board and organisational structure, to the external operations of our body of work.

### **We boldly pursue change**

We're a collaborative and cohesive global team who are passionate about our work. We commit to being courageous in challenging what's not working, bold in offering solutions for what might, acknowledging of our own privilege, honest when we get things wrong, and proactive in learning and growing with an open mind.

## KEY SELECTION CRITERIA

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### Essential

- Minimum of 3 years of relevant professional experience;
- Demonstrated experience in coordinating and managing projects, including but not limited to scoping and organising logistics for events, workshops and/or activities; budget monitoring and project reporting.
- Experience in researching and developing resources for example, training, outreach and/or social media content;
- Experience working with or leading a small business or start up and/or knowledge of the MSME/entrepreneurship sector, especially the challenges of founding and managing a business;
- An understanding of the Pacific Islands cultural context and community/family dynamics, including the unique challenges women face;
- Excellent verbal and written communication skills that are demonstrated through working with diverse stakeholders;
- Highly computer literate, proficient in business, meeting and messenger tools. Experience with Google Workspace, Slack, Canva and/or Clickup is advantageous.

### Desirable

- Qualifications in business, entrepreneurship, commerce, economic and/or social development;
- Experience working as part of a multi-cultural and geographically dispersed global team;
- Knowledge and existing relationships with the private sector, related government agencies and business support service;
- An understanding of measurement, evaluation and learning principles;
- Understanding of the role of business to solve social and environmental challenges.

## KEY SKILLS AND ATTRIBUTES

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- **Detail-oriented** – Understands the importance of essential smaller parts to contribute to larger outcomes and commits to delivering on both large and small in equal measure;
- **Flexible and creative** – Adjusts to the context, able to troubleshoot, problem solve and adapt in a high-paced and at time fluid environment;
- **Proactive and responsible** – Takes initiative and ownership from beginning to end and meets or exceeds expectations.
- **Collaborative and empathetic** – Works well alongside team members and understands the competing priorities and needs of various stakeholders.
- **Curious and thoughtful** – Seeks clarification and insights and thoughtfully considers all angles, context and relevant information in determining a course of action.

## KEY RESPONSIBILITIES

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### **Program Management & Coordination – 50%**

- Contribute to the design, development and content writing of programs, products and services;
- Manage programs end-to-end including delegation of activities to team members;
- Plan and coordinate the logistics required to deliver programs, products and services;
- Review, propose improvements and implement changes to programs;
- Manage, monitor and review all assigned programs' budgets;
- Manage and maintain compliant financial management processes and records;
- Ensure program compliance with the organisation's funding agreements.

### **Program Delivery – 20%**

- Manage and lead the delivery of all assigned programs including all relevant activities to achieve the program objectives, outputs and outcomes
- Assist with programs being led by other team members when required
- Conduct facilitation and training when required

### **Program Administration – 20%**

- Maintain systems and processes that ensure efficient and effective operations within the Pacific Islands team and broader organisation
- Oversee data collection and ensure accurate and timely monitoring, evaluation and learning is completed
- Manage completion of all required reporting
- Assist in the development of funding and partnership proposals

### **Stakeholder Engagement – 10%**

- Develop, increase and nurture relationships with external stakeholders (partners, consultants, mentors, community organisations, local and state government etc.)
- Represent and promote ygap at relevant events (meetings, conferences, panels, workshops etc)

## TIME COMMITMENT & TRAVEL

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Due to the global nature of the team and partners, there is an expectation that meetings and events will periodically fall outside of 'traditional' business hours. There may also be some travel required intermittently throughout the year for periods of up to two weeks.

The **Pacific Islands Programs Manager** will be a full-time independent contractor role based in Fiji.

## APPLICATION PROCESS

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**Please submit a cover letter together with a current CV to Talei Goater at [talei.goater@ygap.org](mailto:talei.goater@ygap.org).**

Please include in the subject line of the email "Pacific Islands Programs Manager - Application"

For more information about salary and packaging please contact Talei at the above email address.

Applications will be processed and candidates interviewed as applications are received and we encourage you to apply early.