

TERMS OF REFERENCE

Position	Police Project Coordinator
Program	Vanuatu Australia Policing and Justice Program (VAPJP)
Location	Port Vila, with the ability to travel to other locations in Vanuatu as required.
Reporting to	Senior Responsible Officer (SRO), Australian Federal Police (AFP) – Technical Operations Manager – Administration and Compliance
Direct Reports	Senior Administration Officer
Employment Status	Full-time, fixed-term – Must be eligible to obtain Australian security vetting for working with the Australian Federal Police (AFP) and a Development Support Visa (DSV) for Vanuatu.
Role/Purpose	The Police Project Coordinator plays a pivotal role in supporting the SRO with effective delivery of EOP01 activities under VAPJP. The role works closely with the SRO, AFP advisers, and program teams to coordinate activities, track progress, report and support decision-making. It also provides oversight and guidance to designated staff to ensure that planning, procurement, administrative, and logistical support functions are delivered efficiently and in collaboration with the Operations team

Program Overview

The Vanuatu Australia Policing and Justice Program (VAPJP) is a long-standing partnership between the Government of Australia (GoA) and the Government of Vanuatu (GoV), designed to address persistent challenges in community safety, access to justice, and institutional capacity within the policing, justice and community services sectors. The program responds to high levels of Sexual and Gender-Based Violence (SGBV), barriers to justice for women, children, people with disability and those in remote communities, and the need for inclusive, accountable and resilient state institutions capable of maintaining public security and the rule of law.

The Program adopts a strong Gender Equality, Disability and Social Inclusion (GEDSI) approach and prioritises localisation, sustainability and culturally grounded capacity development across all justice and community sector activities.

The End of Program Outcomes (EOP0s) and Intermediate Outcomes (IOs) are as follows:

End of Program Outcomes (EOP0s)

- EOP0 1 – Police:** Vanuatu Police Force (VPF) provides inclusive, responsive and accountable services that enhance community safety
- EOP0 2 – Justice** Legal protections and justice services are inclusive and accessible, especially for victims of SGBV and other serious crimes

Intermediate Outcomes (IOs)

Police

- 1.1 Operational policing is underpinned by enhanced capability, capacity and professionalism across community-based policing

- 1.2 Community engagement shapes responsive policing services
- 1.3 Enhanced VPF investigations capabilities support prosecution of SGBV and serious crimes
- 1.4 Police services are more decentralised, and coordinated with the Justice sector, especially for women, children and people with a disability
- 1.5 VPF is better prepared to contribute to a coordinated Disaster/Crisis response

Justice

- 2.1 Justice and community services are underpinned by enhanced capability, capacity and professionalism
- 2.2 Community engagement improves community awareness of legal rights and shapes inclusive justice services
- 2.3 More effective prosecution of SGBV and other serious offences
- 2.4 Justice services are more decentralised, and coordinated with the VPF, especially for women, children and people with a disability
- 2.5 Continuity and coordination of Justice services with other agencies in times of disaster

Key Responsibilities

Annual Workplan development and Ongoing Support

- Lead the development, review and monitoring of the EOPO 1 annual workplan, relating to Police and cross-cutting support.
- Oversee the execution of activity implementation at the direction of SRO, including maintaining forward planning tools and schedules for AFP advisers.
- Engage with advisers, stakeholders and DFAT to coordinate planning, Annual Workplan development and implementation, as required.
- Support advisers to monitor and track activity implementation and outputs, ensuring alignment with the Annual Workplan and program objectives, identifying risks and proposing mitigation strategies.
- Coordinate cross-sector engagement and collaboration to support AFP EOPO 1 activities.
- Lead development and action submissions for AFP officers and VAPJP through the Pacific Community for Law Enforcement Cooperation (PCLEC), Law Enforcement Cooperation Program (LECP) and other grants and funding mechanisms.
- Ensure shared information systems are maintained to ensure transparency and continuity.
- Lead the development of terms of reference for technical advisers supporting police activities, in coordination with AFP advisers.
- Oversee documentation and compliance requirements related to technical advisory services, including but not limited to timesheet and invoice approvals.
- Liaise with external training providers and support agencies to streamline arrangements.

Program Reporting

- Support EOPO 1 and relevant cross-cutting report writing for investment monitoring including but not limited to Six-Monthly Progress Reports, Annual Reports, Completion Reports, SPMG Progress Reports, and ad-hoc briefings to stakeholders.
- Support management of program reporting systems, ensuring timely submission of progress and performance reports for police activities
- Compile and distribute AFP and VAPJP reporting.
- Provide information on cross-cutting focus and mainstreaming into Program delivery, including but not limited to progress against gender, disability inclusion, climate resilience, sustainability and localisation targets.

Financial Oversight

- Ensure efficient monitoring of police activity budgets, expenditure and forecasting, in collaboration with the **Operations Manager** and **Finance team**.
- Support the **Operations Manager** and **Finance team** with financial reporting as required.

- Ensure financial operations for police activities comply with Palladium and DFAT requirements.

Security and Compliance

- Maintain the capacity to obtain and uphold Australian security vetting for working with the Australian Federal Police (AFP).
- Advise SRO AFP on any safety and security issues identified for AFP staff and support risk mitigation or corrective action.
- Support compliance with security protocols and assist in managing risk assessments for program activities, ensuring to escalate issues early to AFP leadership and advisers.
- Ensure compliance with DFAT policies and safeguarding practices, particularly in relation to PSEAH, SGBV, Child Protection, and inclusion.

Monitoring, Evaluation, Research and Learning

- Support AFP advisers to plan and prepare Monitoring, Evaluation and Learning (MEL) requirements ahead of time to ensure timely and accurate program performance tracking, in coordination with the MERL Manager and MERL Coordinator.
- Document lessons learned and best practices for ongoing program management improvement.
- Participate in Political Economy Analysis (PEA), Annual Work Plan (AWP) development and input to regular verbal and written reporting (E.g. Six-monthly reporting and Annual Reporting) and other ad-hoc reporting, as directed by the SRO or Team Leader.
- Contribute to VAPJP MERL and GEDSI products such as workplace surveys, authorised case studies and Impact Tracing studies; and
- Provide input to any Program public diplomacy or communication products, including advice on integrating gender principles into VAPJP internal and external communications.

Management and Supervision

- Supervise designated staff, overseeing and providing day-to-day guidance, task allocation and quality assurance of outputs.
- Support workflow planning and prioritisation to ensure timely delivery of tasks and activities.
- Provide on-the-job support, coaching and regular feedback to team members to strengthen performance and capability.
- Conduct performance reviews in line with VAPJP processes, including setting objectives, providing feedback and supporting development planning.
- Support capacity development and learning of team members in line with role requirements.
- Promote compliance, consistency and standardisation of administrative processes and outputs.
- Foster a positive, respectful and inclusive team environment through role modelling and proactive team support.

Team Culture, Equity and Inclusion

- Contribute to a respectful, collaborative and inclusive team culture consistent with VAPJP values and Ways of Working.
- Work constructively across policing, justice, GEDSI, MERL, Communications and Operations teams to support integrated delivery.
- Demonstrate cultural awareness, professionalism and accountability in all internal and external engagements.
- Participate in team reflection, learning and continuous improvement activities as required.

Key Selection Criteria

Essential Qualifications and Experience

- Bachelor's degree in Business Administration, Management, or a related field.
- Demonstrated experience in operations management, corporate administration, or a similar role.
- Strong understanding of workplan development and program coordination.
- Experience working in an international development context or with government agencies.
- Proven ability to manage financial, administrative, and logistical functions within complex programs.

Essential Skills and Attributes

- Exceptional organisational and multitasking skills.
- Strong interpersonal and communication skills for engaging with diverse stakeholders.
- Proficiency in using project management tools and software.
- High level of initiative and problem-solving capabilities.
- Ability to work independently and as part of a team.

Security and Work Requirements

- Must be eligible to obtain Australian security vetting for working with the Australian Federal Police and be eligible to obtain a Development Support Visa (DSV) for Vanuatu.
- Have no prior convictions or Police Record.

Desirable Qualifications and Experience

- Familiarity with Vanuatu's cultural and operational context.
- Experience in managing training programs or coordinating international training logistics.
- Knowledge of donor-funded program operations and reporting requirements.
- Knowledge of AFP support in Vanuatu.

Key Relationships

Internal: Senior Responsible Officer, AFP advisers, Operations Manager, Team Leader, VAPJP Advisers and finance, and administrative support personnel.

External: Australian Federal Police (AFP), Department of Foreign Affairs and Trade (DFAT), training institutions, and Vanuatu government counterparts, including Ministry of Internal Affairs (MoIA) and Vanuatu Police Force (VPF).

Performance Indicators

- **Timely** delivery of the annual workplan and adherence to program timelines.
- **Accurate and timely** financial and operational reporting, including inputs to broader Programmatic Reporting.
- **Efficient** coordination and administration of AFP adviser outputs.