

Vacancy

Program Quality Manager

Applications are invited from empathic, creative, self-driven individuals to join our team as the **Program Quality Manager**, reporting to the Interim National Director. The personnel will be responsible for leading the monitoring, evaluation, accountability, research and learning (MEAL) functions, and ensure that all programs and projects in Habitat for Humanity Fiji (HFH Fiji) are effective, evidence-based, and continuously improving.

Essential Duties and Responsibilities

- Lead the development and refinement of program frameworks in alignment with Habitat for Humanity's global strategy and national priorities.
- Collaborate with Area Pacific Office focal points for program design and monitoring.
- Adapt global core indicators to define HFH Fiji organizational level indicators in alignment to the program frameworks: outcomes, outputs, and organizational health indicators when applicable.
- Maintain and lead proper application of program quality standards, SOPs, and implementation guidelines for the country office.
- Develop and apply quality assurance mechanisms and lead the design of tools and methodologies to strengthen program design, review, and evaluation.
- Establish and manage country level systems for data collection, validation, analysis, and reporting in alignment with applicable global and regional system and reporting requirements.
- Ensure program teams understand technical implementation and expected outcomes as well as on MEAL system, data use for decision making, and quality standards and program models.
- Develop training materials, toolkits, and program handbooks.

Relevant Experience and Requirements

- A Bachelor or Post Graduate Degree in Project Management, Social Science, Community Development or related fields.
- At least 7 years of experience in project management, program development, research, program evaluation, and partnership engagement.
- Demonstrated knowledge of budgeting, balance sheet, cash-flow management, and financial reconciliation
- Experience in program quality improvement, proposal development and grants donor reporting.
- Experience in project evaluation, logical framework, program learning and research.
- Experience in urban planning and development, research and advocacy related to housing policies and issues in Fiji is a plus.
- Experience in team management, adult learning approach, staff capacity building, team coaching and facilitation.
- This position is envisaged as being filled by someone who is already a citizen or resident of Fiji but is also open to people from the region who have the right to residency in Fiji.

HOW TO APPLY

HFH Fiji is committed to diversity and inclusion within its workforce and encourages qualified candidates from all religious and ethnic backgrounds, including persons with disabilities, to apply and be part of our incredible mission of bringing people together to build homes,

communities and hope in Fiji. All HFH Fiji staff, consultants and volunteers are required to undergo a police clearance check and working with children check prior to commencing employment. **HFH Fiji has a zero-tolerance policy on child exploitation and abuse.**

Applications must include a CV with names of at least 3 recent referees, and a cover letter describing in page 1 why you are the best candidate for this position. All Applications should be emailed to recruit@habitatfiji.org.fj no later than 5th July,2026. For any other details/queries please send an email to the above-mentioned ID.