

Job description: Papua New Guinea Programme Officer

1. General

Job Title: Papua New Guinea Programme Officer
Location: South Pacific region with the requirement for regular travel
Duration: Full time, fixed term contract to 15 February 2019
Reporting to: Papua New Guinea Projects Manager
Responsible for: Consultants and/or volunteers

Programme Information

Conciliation Resources has been working in the Pacific region for over 20 years with local partners in the Republic of Fiji, and in Bougainville, an autonomous region in Papua New Guinea (PNG).

The 2001 Bougainville Peace Agreement saw the end of almost a decade of violent conflict on the island. In this post-conflict setting the island faces numerous challenges, many of which are legacies of this past conflict.

Conciliation Resources, in partnership with the Nazareth Centre for Rehabilitation (a NGO in Bougainville), developed a three-year programme of work with the aim of:

- Strengthening community analysis and conflict resolution mechanisms in Bougainville.
- Building the skills of key peacebuilding actors in Bougainville.
- Improve cohesion and collaboration between peacebuilding initiatives in Bougainville.
- Bringing peacebuilding lessons from other post-conflict regions of the world.

Job overview

Job purpose

To support the Conciliation Resources' Pacific team to develop, implement and resource an expanding programme of work in Bougainville, Papua New Guinea. Particular emphasis in this post is on project activity design, project implementation, monitoring and evaluation, reporting and administrative support.

Scope and accountability

The post holder is responsible for supporting the Pacific Programme in achieving its objectives, in particular by working closely with the Papua New Guinea Projects Manager in implementing and developing the programme's work in Bougainville, PNG.

The Papua New Guinea Programme Officer, under the direction of the Papua New Guinea Projects manager, has significant responsibilities in coordinating the implementation of a programme of activities, ensuring that they are implemented in compliance with contractual criteria agreed with donors, including close liaison with partner organisations. The post holder will lead on monitoring and evaluation of, and reporting on, Bougainville programme activities, and providing administrative and fundraising support for the programme.

The post holder travels approximately two-three months/year, acting as a resource person to partner organisations and representing Conciliation Resources' in meetings and events with a range of interlocutors. The post holder

coordinates Bougainville-related events, including the frequent requirement to reprioritise or reschedule activities. They have a supporting role in managing consultants and volunteers as required.

Specific responsibilities and tasks

a. Programme and partner support

- Support and input into the Conciliation Resources' programme design processes, and programme development.
- Manage the implementation of specific elements of programme work; including ensuring all work is carried out in compliance with contractual criteria.
- Provide programme advice and support to partner organisations, and identifying and pro-actively resolving problems that may arise. This involves regular partner communication by phone, skype, email, and travel to areas experiencing conflict.
- Manage the work of consultants and occasional volunteers, to achieve mutually agreed outputs and outcomes.
- Produce, process and regularly update programme and grant management documentation, including partner MOUs, work plans, budgets, monitoring templates, partner financial and narrative reporting, consultant contracts and Terms of Reference.
- Ensure that data is captured, collected and saved on Conciliation Resources' Monitoring and Reporting system in coordination with local partners to allow for efficient and accurate donor reporting and wider learning.
- Draft and manage the completion of donor financial and narrative reports, drawing on partner reports, trip reports, programme analysis and M&E databases.
- Contribute to the programme's strategic and operational planning processes, including participation in the annual planning cycle and monitoring and evaluation processes.

Financial administration and fundraising

- In collaboration with the Conciliation Resources Finance team compile budgets for specific project activities and assist partners to compile budgets and financial reports.
- Ensure due diligence of partner organisations, including overseeing partner organisation induction into Conciliation Resources' procedures, establishing the necessary financial and management systems, and conducting any necessary trainings and/or facilitating Conciliation Resources' Finance personnel to do so.
- In conjunction with the Conciliation Resources Finance team and the Papua New Guinea Projects Manager, review and monitor activity expenditure and cashflow against budget, and ensure sound financial management through compliance with internal finance procedures and donor financial requirements.
- In collaboration with the Finance team, prepare and present documentation as required for audits of programme grants, and liaise with the donor to submit audited reports.
- Send invoices to the Conciliation Resources Finance team for processing.
- Assist staff/consultants in preparing financial trip reports, transfer requests, travel advance requests.
- Help to secure funds for Conciliation Resources' Bougainville work, including by drafting proposals and meeting donor representatives.

Representation and networking

- Take the lead in representing Conciliation Resources at specific programme events and meetings in Bougainville and within the Pacific region, along with representing Conciliation Resources on matters directly and indirectly related to the organisation's Bougainville work.
- Effectively communicate Conciliation Resources' strategies and key messages to donors, politicians, diplomats, community-based organisations and other target groups.
- Develop and maintain collaborative relationships with programme partners, donors, relevant government authorities and other interlocutors in relation to Conciliation Resources' Bougainville work.

Event management and logistical support

- Where necessary minute and/or report on events/meetings/workshops.
- Lead on logistical arrangements for Bougainville-related events (such as training events and workshops), and negotiate with service providers for accommodation, facilities, travel, food and equipment needs, ensuring that Conciliation Resources' Procurement of Goods and Services Policy is adhered to.
- Lead on arranging travel, visas, accommodation and per diems for event participants, and consultants.

Information management and communications

- Manage the development and implementation of communication and advocacy strategies and activities for specific programme elements.
- Manage the programme's Bougainville-related communication needs.
- Input contacts and information onto the contacts database or other programme/organisation databases; help to maintain efficient electronic and paper filing systems.

Other

- Participate in line management meetings and annual appraisals.
- Keep the BreatheHR Information System up to date.
- Participate in team and organisation-wide meetings and annual planning processes.
- Participate in internal trainings, working groups, and external professional courses as required.
- Perform other duties and tasks, consistent with the skills and expertise of the post-holder, as required in non-routine circumstances.

Person specification

Knowledge

- A university degree or equivalent experience in a relevant subject area.
- An understanding of the social and political landscapes in Papua New Guinea - desirable
- Excellent written and spoken English.

Experience

- Experience of working in an administrative and support position.
- Experience of working with partner organisations or clients from a distance and jointly delivering a project or service.
- Logistical support and event management experience.
- Experience of handling diverse sources of information and maintaining accessible filing systems.
- Financial administration and reporting experience.
- Experience managing volunteers and consultants - desirable
- Project management experience – desirable.

Skills/attributes

- Appreciation of political sensitivity and the complexities of working in a situation of unresolved conflict.
- Appreciation of issues of confidentiality and handling sensitive information with due care.
- Comfortable working autonomously and independently, with limited day-to-day line management.
- Strong organisational skills including creating and maintaining administrative systems.
- Excellent communication skills and an ability to communicate complex issues effectively.
- Capacity to listen actively to people from varying backgrounds and with a range of political, cultural, and value orientations, combined with an ability to engage with them sensitively.
- Ability to manage and prioritise a diverse and demanding workload and meet deadlines.
- Ability to construct and manage a budget and associated work plan (and help others to do this).
- Ability to work as part of a team as well as independently, and to work collaboratively with a flexible approach.
- Ability to work irregular hours on occasions and for frequent international travel.
- Good Microsoft Office skills.

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