

# Program Manager – Education, Papua New Guinea



## PURPOSE OF THE POSITION

You lead and manage all aspects of ChildFund’s projects with a focus on education. Our overall ambition is that ‘Girls and boys access and complete a quality elementary education focused on learning and literacy’. Together with your team of 13, you are accountable for concept development and program delivery in the remote communities we work in (in Rigo and Kairuku Districts of Central Province). You work in close collaboration with the ChildFund Australia’s Sydney Program team and manage a project which ChildFund PNG implements as a member of an NGO Consortium.

### KEY DUTIES

- Ensure project outcomes are achieved:  
(1) Enhanced parent/caregiver and community demand & support for quality inclusive education; strengthened engagement in schools through their direct involvement in developing, implementing and monitoring School Learning Improvement Plans (SLIPs). (2) Increased adoption of effective practices for age-appropriate elementary literacy instruction and classroom management. (3) Increased access to stimulating and relevant learning materials and safe and child-friendly learning environments. Complement Teacher trainings by “literacy kits” and age-appropriate materials in coordination with NDOE. (4) Increased practice of adaptive management and knowledge-sharing within the education sector.
- Lead a team of thirteen national staff and drive the project’s ongoing operations, planning, coordination & budget management
- Supervise the collection of data to build an evidence-base on performance and progress
- Ensure compliance with CF policies and procedures.

### QUALIFICATIONS & EXPERIENCE

- Graduate degree in social sciences, international studies, education or other relevant discipline;
- Sound expertise in project management in basic education, preferably primary or ECE, in the Indo-Pacific region implemented within the public sector;
- Substantial experience of facilitating training courses for working teachers
- Expertise designing training materials and curriculum at ECE or Primary levels, preferably using a Child Friendly School framework/approach;
- Knowledge of the education sector in PNG;
- Good general ICT skills and graphic design for report purposes.
- Open to travel up to 30% in remote areas and difficult conditions.

### DESIRABLE

- Experience in a senior management or project manager role.
- Experience in working with NGOs in cross-cultural setting.
- Experience in adult education and/or training, designing and conducting workshops and trainings.

*Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding Policy.*

### SKILLS

Strong leader and role model, supporting others in achieving their and the organisation’s goals

Excellent stakeholder management

Ability to work in an iterative, problem-driven and adaptive way in complex and fragile environments

Understanding of development in country context and child-focused development

Excellent English language skills and willing to learn Tok Pisin (if not already a speaker)

Creative thinker and motivator

### CHILDFUND AUSTRALIA’S CORE COMPETENCIES

Commitment to ChildFund Australia’s Values, Vision, and Mission; Teamwork; Effective Communication; Accountability and Integrity; Adaptability and Flexibility.

**Department:** Programs

**Location:** ChildFund Papua New Guinea

**Employment:** Full-time, initial two-year employment agreement, with option to extend upon mutual agreement.

**Reports to:** Country Director, PNG

**Other Information:** Appointment to this position is dependent upon successful completion of criminal background check

**Please apply at:** <https://www.childfund.org.au/work-with-us/>





## ORGANISATIONAL CONTEXT

**ChildFund Papua New Guinea** is the representative office of ChildFund Australia – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the **ChildFund Alliance** – a global network of 11 organisations which assists more than 14 million children and families in over 50 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

**ChildFund** began work in Papua New Guinea in 1994, and works in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights. Projects are implemented in the Central Province and National Capital District. With a focus on maternal and child health, including TB, immunisation, nutrition and water and sanitation; education through the Child-Friendly School framework; child protection and resilience against family and sexual violence; ChildFund PNG also priorities climate change and disaster preparedness. In 2015, ChildFund PNG established the country’s first ever Family and Sexual Violence Counselling Hotline which operates in Port Moresby and provides national coverage for survivors.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 15 days paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave and bereavement leave.

### Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

**OUR VISION:** A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

**OUR MISSION:** We work in partnership with children and their communities to create lasting and meaningful change by supporting long-term community development and promoting children’s rights.

At ChildFund PNG you will be contributing to every child being able to say: “I am safe. I am educated. I am heard. I have a future.”