

PROJECT MANAGER - EERRP

PURPOSE OF THE POSITION

As the Project Manager, you will be responsible for the direction and oversight of all ChildFund PNG's activities under the **EERRP (Education Emergency Response and Recovery Plan)** Project. You will lead a team of seven CFPNG staff to work closely with the National Department of Education (NDOE) in planning and delivering project activities in six target areas of PNG in 2021. The role will involve planning, delivering and monitoring activities which will build the ability of NDOE specialist staff, school leaders, teachers and community members to prepare for, and respond to, natural and other disasters. A particular focus will be on the well-being of children who experience trauma. You will also support project staff to collect and aggregate data for use in regular narrative and financial reports and other evaluative studies.

KEY DUTIES

- Ensure staff and NDOE partners have a thorough understanding of the objectives set, principal activities planned and resources available for the project.
- Work with the staff, NDOE officers and other stakeholders to prepare work plans, schedules and budgets through regular meetings and ensure circulation and follow up.
- Through regular formal meetings and informal contacts with ChildFund EERRP staff track progress in order to anticipate or detect departures from plans and schedules; lead actions to restore settings or adapt to changing circumstances.
- Monitor the work of external consultants and ChildFund project team to ensure that they meet the requirements of their contract(s) or the deadlines agreed for deliverables.
- Maintain close and regular working relationships with key officials in the EiE Committee and relevant Divisions of the NDOE.
- Liaise regularly with the Technical Adviser to the project and with other EERRP implementing partners.
- Maintain regular communications with ChildFund Australia Education specialist staff based in Sydney on the overall progress of the project and their specific contributions set out in the project design.
- Meet monthly, or more frequently if necessary, with CFPNG's Country Director and ChildFund Australia's Education Specialist, to report on the progress of the project.
- Track and compile data on progress in the project and use it to produce quarterly project narrative and financial reports.
- Ensure compliance with ChildFund's policies and procedures.

QUALIFICATIONS & EXPERIENCE

- Degree in Education or related discipline
- Experience in leading the delivery of grant funded project/s involving training and capacity building.
- Experience in working in or with government on the delivery of development projects at scale, preferably in the field of education.
- Established experience in project financial management, tracking and reporting on projects which are subject to rigorous audit.
- Experience in producing narrative reports which draw on quantitative and qualitative data gathered during field operations

DESIRABLE

- Experience working leading a project consortium or chief of party
- Experience as a teacher, educational leader or administrator
- Experience in curriculum development
- Experience in adult education, formal or non-formal.

Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.

SKILLS

- Strong project management ability
- Strong organizational and planning skills
- Strong people and team management skills
- Sound analytical skills
- Flexible and able to adapt quickly to changing circumstances
- High level skills in report writing, critical reading of financial spreadsheets
- Representation and intersectoral engagement skills

CHILD FUND VALUES

Commitment to ChildFund's values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: Program

Location: Country Office, Port Moresby, ChildFund Papua New Guinea

Employment: Full-time, twelve months

Reports to: Country Director

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

Please apply at: www.childfund.org.au/work-with-us





ORGANISATIONAL CONTEXT

ChildFund Papua New Guinea is a registered local NGO and – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Papua New Guinea is part of the ChildFund Alliance – one of the world’s oldest and most experienced child-focused development agencies. With a global network of 11 organisations, the ChildFund Alliance assists more than 14 million children and families in over 60 countries.

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 prioritises 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 of paid annual leave. You are also entitled to sick leave, maternity leave, parental leave and compassionate leave.

Health Insurance & Bonus

All employees are covered under a Capital Life Medilife Insurance. This health insurance cover is also extended to nominated family members depending on staff tenure with the organisation

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 world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund PNG you will be contributing to every child being able to play, learn, and grow.