

Project Coordinator – Health program new province expansion

PURPOSE OF THE POSITION

The Project Coordinator is responsible for providing close oversight and support to planning, organizing, implementing, coordinating and monitoring activities of ChildFund PNG’s “Access to Primary Health Care through Outreach Services” Project, with a focus on supporting a scoping study and expansion into a new province. The role will act as ChildFund’s key focal point for hired consultants, District Health, Provincial Health and other stakeholders, and facilitate the establishment of new health activities in the new location.

KEY DUTIES

- Support and work closely with the Health Program Manager to plan and implement a scoping study into remote provinces, including direct support to an external consultant hired to lead the study. This will include significant time traveling and visiting different provinces to conduct meetings, collect data and monitor activities.
- Organize and facilitate mobilisation of resources within ChildFund to support the scoping study and conduct activities on time.
- Support the planning and design of health activities focussing on reproductive, maternal and child health interventions.
- Regularly represent ChildFund at meetings with stakeholders. Develop strong and respectful working relationships with key focal points in provincial and district health departments, local government areas, community leaders and health volunteers in order to achieve project goals.
- Largely manage own workplan with oversight and support from the Health Program Manager
- Practise Covid Infection and prevention measures at all times, and be a champion for promoting of Covid-safe behaviours and vaccines.
- Support monitoring and reporting needs, such as regularly reporting monitoring observations and feedback to the Health Program Manager (written and verbal communication), developing monitoring tools, following up data requests and reporting from health department staff, basic analysis of data to detect issues early, sharing of key data back to stakeholders, etc.
- Contribute to quarterly and six monthly project reports as related to their part of the project plan and achievements.
- Ensure compliance with CF policies and procedures.

QUALIFICATIONS & EXPERIENCE

- Degree/Diploma Rural and Environmental Health (Health Extension Officer, Environmental Health) and/or Nursing)
- 3 - 5 years’ proven experience in project implementation, planning, coordination, with increasing responsibility in roles undertaken.
- Understanding of PNG’s development context, activities, and actors.
- Previous experience in supporting evaluations or research, training of staff or health volunteers, working with government staff (including MOU processes) or external stakeholders, developing work plans, and drafting reports.
- Understanding of quantitative and qualitative methods of monitoring and evaluation.

DESIRABLE

- Experience in working with NGOs in cross-cultural setting.
- Experience working closely with different provincial and district health departments.
- Experience in a middle management role.
- Strong understanding of Health Systems in PNG and the political contexts surrounding them.

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

Self-starter with strong project management (organisational, time management and planning) skills

Able to confidently adapt to changing plans and learn on the job

Flexible and willing to travel extensively in project areas

Sound analytical skills

Strong team player with excellent interpersonal and communication skills

Understands the PNG country context and principles of child-focused development programs

CHILDFUND AUSTRALIA’S VALUES

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

Department: Program

Location: Project Office, ChildFund Papua New Guinea

Employment: Full-time, Initial one-year employment agreement, with option to extend upon mutual agreement.

Reports to: Senior Program Manager - Health

Other Information: Appointment to this position is dependent upon successful completion of criminal background and reference checks.

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 Life Insurance Corporation (PNG) Limited. 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.