

Project Coordinator – Disaster Risk Reduction

PURPOSE OF THE POSITION

As the Project Coordinator - DRR, you will oversee the implementation of ChildFund's portfolio of Disaster Ready and AHP COVID 19 Projects in Central and East New Britain Provinces. You will supervise project officers and coordinate with consortium partner, Plan International, as well to participate in the AHP Country Committee. You will also contribute to planning and supporting the identification of potential new DRR project opportunities and partnerships for ChildFund PNG.

KEY DUTIES

- Represent the PIA consortium within the AHP Disaster READY PNG Country Committee as per the ToRs for this specific role;
- Represent ChildFund PNG in fora such as the AHP Disaster READY Country Committee, the Food Security Working Group, and other fora that is related to agricultural livelihoods and WASH;
- Coordinate the development of proposals - and specifically log-frames, MEL frameworks, work plans, and budgets - in a participatory manner through adequately engaging partners, stakeholders, and target beneficiaries;
- Coordinate the development of reports with partners and stakeholders in a manner that allows for adequate input and a high-quality product;
- Coordinate internally and with implementing partners and stakeholders so as to plan, implement, monitor and evaluate activities to a high standard;
- Support partners to improve their governance, operations, programming and technical expertise;
- Provide technical input when proposals and reports are being developed, and when ToRs are being developed for what are key activities;
- Coordinate with the PC in conducting awareness raising and training on Child protection and child safeguarding, PSEAH, and adherence to the code of conduct;
- Liaise with providers of technical services so as to ensure that what they are providing aligns with project and program goals;
- Develop and deliver trainings with ChildFund PNG colleagues, partners and stakeholders using best practice content and methodologies;
- Supervise the Project Officer(s) in accordance with ChildFund PNG staff according to organisational values, ensuring that the relationship is performance based and that both formal and informal communication is adequate and appropriate;
- Ensure compliance with CF policies and procedures.

QUALIFICATIONS & EXPERIENCE

- Bachelor's Degree in Environmental Science, Agriculture or equivalent
- 5 years' proven experience in and training in Disaster Risk Management and Climate Change Adaptation and project management
- Proven experience in facilitating training and capacity building, conducting Risk Assessment and gender and disability inclusion
- Familiarity with existing policy and legal framework
- Project management experience in a leadership role
- Understanding of quantitative and qualitative methods of monitoring and evaluation.

DESIRABLE

- Experience in a project management or project manager role
- Experience in working with NGOs in cross-cultural setting;

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

- Responsive to change
- Sound analytical skills
- Strong project management skills
- Strong leader and role model, supporting others in achieving their goals
- High technical competency in DRR / ER ideally from a child focused organisation perspective.
- Self-starter, strong organisational and planning skills
- Strong team player with good communication skills
- Understand development in country context and child-focused development programs

CHILDFUND AUSTRALIA'S VALUES

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

Department: Program

Location: Country Office, ChildFund Papua New Guinea

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

Reports to: Program Manager - Education and Resilience

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 the representative office of ChildFund Australia – an independent 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 12 organisations which assists almost 23 million children and their families in 70 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 to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Projects are implemented in seven provinces across the country, in both rural and urban settings, with a focus on maternal and child health, nutrition, water and sanitation, education, and child protection and resilience against family and sexual.

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 20 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.

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

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.