

POSITION TITLE – PROJECT OFFICER

Job description

Location: Port Moresby

Reporting to: Program Manager

Travel: Domestic

Status: 2 years contract, renewable

Overall responsibility

The Project Officer is primarily engaged to support the program staff in the implementation of annual plans linked to the Caritas PNG (CPNG) Strategic Plan 2022-2024.

Main tasks and duties

- Support the Program Manager and various Coordinators in meeting deliverables.
- Support the risk and compliance requirements in relation to donor funded programs.
- Act as GEDSI focal point for Caritas PNG.
- Perform any other duties and responsibilities as assigned by the Program Manager and/or National Director.

Selection criteria

Essential

- High level of communication skills (written and spoken English).
- Experience in project management and donor funded programs.
- Commitment to objectives and values of Caritas PNG and the Catholic Church.
- Strong understanding of current social justice issues and knowledge of Caritas PNG.

Desirable

- Experience report writing, monitoring and evaluation.
- Good level of understanding of the internal relationships of Caritas PNG.
- Relevant tertiary qualification.

Others

Please note that a criminal record check may be required as part of the selection process.

Employees are also required to comply with our Child Protection Policy.

How to Apply

If interested, please write an Expression of Interest (cover letter) addressing points outlined in this TOR, especially main tasks and duties and selection criteria. Send both the letter plus an updated copy of your CV to:

The Selection Committee
CPNG
PO Box 389
Waigani
NCD

Email: cbchr@catholic.org.pg
cc: programmanager@caritas.org.pg

Applications close 28th April, 2023.