Terms of Reference / Job Description

Position:	Integral Human Development (IHD) Lead
Report to:	National Director
Location:	Port Moresby

Background for the Position

Caritas PNG is the Justice, Peace, Relief and Development Agency of the Catholic Bishops Conference of PNG and Solomon Islands. Its mission is that all staff and volunteers will demonstrate and promote the love and life of God's Kingdom by serving and defending the poor and vulnerable; and, promoting a commitment to compassion and justice.

Caritas PNG is also one of 162 member organisations of the Caritas Internationalis Confederation, which operates in over 200 countries and territories.

The following are some current and proposed programs of the organisation:

- Community level integral human development interventions
- Peace building and conflict resolution
- Food and water security
- Building community resilience to disasters
- Warehousing / prepositioning of emergency relief supplies
- Advocacy and research
- Institutional strengthening
- Lenten appeal fundraising

The Integral Human Development (IHD) Lead empowers communities to thrive through sustainable livelihoods and an integrated development approach, driving grassroots economic empowerment and food security across diocesan networks. This role ensures that all Caritas PNG livelihood initiatives are self-determined, holistic, and rooted in Catholic Social Teaching by equipping Diocesan Caritas Coordinators and communities to design and achieve their own development plans in line with the CPNG Strategic Plan.

Job Duties

Program Strategy & Rollout

- Plan and execute CPNG Strategic Priority Area 1: Integral Human Development (IHD) and the IHD Program.
- Lead the rollout of the IHD Strategy, Program, and training frameworks across diocesan networks.
- Guide communities and Diocesan Caritas Coordinators to design and achieve their own self-determined development project plans.

Sustainable Livelihoods & Catholic Social Teaching

- Design and oversee sustainable livelihood, food security, and economic empowerment initiatives tailored to local community needs.
- Integrate Catholic Social Teaching (CST) principles into all community development activities so communities understand and embody CST through Caritas programs.
- Collaborate with the Community Development & GEDSI Lead to ensure grassroots livelihood initiatives are inclusive, equitable, and community-led.
- Work alongside the MERL Lead to establish baselines, monitor livelihood outcomes, and evaluate long-term community impact.

General

- Contribute to strategic planning, annual work planning, and reporting cycles.

- Provide thematic technical advice to the Program Manager during annual program planning and budgeting.
- Perform other duties as assigned by the National Director.

Job Requirements

The IHD Lead is required to carry out his/her duties in accordance with the safeguarding policy including remaining alert to and reporting any concerns of sexual exploitation, abuse and harassment; and child exploitation and abuse and implementing the safeguarding policy in his/her area of work.

Contract Period

The length of the contract is two years and renewable, subject to mutual agreement.

The Job Description will be reviewed every six months or annually.

Working Conditions, and Travel

The IHD Lead shall work a total of 40 hours per week from 8:00am – 4:30pm, Monday to Friday. However, due to demands of the position, flexibility to meet certain requirements and deadlines will be necessary. The role will require some travel.

Required Qualifications, Experience and Attributes

Qualifications

- University degree in Education, Theology, Community Development, Rural Development, Social Sciences, or a related discipline.

Experience and attributes

- Strong understanding of theology in a community development context, with the ability to translate Catholic Social Teaching (CST) principles into practical, grassroots livelihood and development activities.
- Minimum of three years professional experience, preferably in a Church or NGO environment
- Minimum of three years professional experience in community development, sustainable livelihoods, or food security programs, preferably in a Church or NGO environment.
- Good knowledge, skills, and experience in designing, implementing, and managing participatory, community-led development projects.
- Strong understanding of sustainable livelihoods frameworks, rural economic empowerment, and local food security contexts in Papua New Guinea.
- Ability to integrate Gender Equality, Disability, and Social Inclusion (GEDSI) principles into grassroots livelihood initiatives.
- Demonstrated experience in capacity building, adult learning, facilitation, and training of diocesan staff or community partners.
- Experience collaborating with monitoring and evaluation teams to establish baselines, track program indicators, and measure community impact.
- Ability to work independently with minimum supervision, and at times under pressure to meet deadlines.
- Excellent interpersonal skills and ability to communicate with a diverse set of stakeholders, including clergy, Diocesan Caritas Coordinators, and rural communities.
- Sound judgment, integrity, tact, and discretion in dealing with stakeholders.
- Excellent communication in English (written and oral), with fluency in Tok Pisin.
- Highly computer literate in MS Office Suite (Outlook 360, Word, Excel, PowerPoint, Teams).
- Ability to mentor, delegate appropriately, and provide guidance to subordinates and diocesan coordinators.

Desirable

- Good level of understanding of project management and the donor environment
- Experience working in a Church or NGO setting
- Commitment to the principles and values of Caritas and the Catholic Church

Caritas is committed to protecting those who work for us and those whom we work with from harm. This includes having zero tolerance to sexual exploitation, abuse and harassment; and child exploitation and abuse. Caritas expects that those who work for us do not use violence against women, children, or vulnerable adults.

The IHD Lead will be required to read, sign, and adhere to the Caritas Code of Conduct and sign a self-declaration relating to his/her relevant criminal history as part of the recruitment and ongoing employment. The IHD Lead may also be required to complete a police check.

Applications must include a cover letter and resume indicating education, employment history and at least two referees. Email your applications to: cbchr@catholic.org.pg (cc: director@caritas.org.pg) no later than 7th December 2026.

Only shortlisted candidates will be contacted.