Terms of Reference / Job Description

Position:	Community Development and GEDSI Lead
Report to:	Program Manager, Operations Manager
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 Community Development and GEDSI Lead ensures that inclusion and participation of society's most marginalised in the work of Caritas, driving community -level resource mobilisation to keep women, youth, and persons with disabilities at the centre of all project life cycles. This role ensures that all Caritas PNG programs are rights-based, socially inclusive, and embedded within grassroots communities by mainstreaming gender, disability, and social inclusion principles into field designs and capacity building in line with the CPNG Strategic Plan.

Job Duties

Community Engagement & Lifecycle Management

- Lead inclusive community vetting and vulnerability assessments during the design phase to identify and prioritise marginalised populations before project targets are locked in.
- Manage community induction and orientation processes to establish clear, transparent entry points at the start of project implementation.
- Act as the primary community liaison between target populations, ground-level partners, and program staff to maintain direct field communication.
- Capture and embed community voices systematically within programming so that grassroots feedback directly informs and adapts project delivery frameworks.

GEDSI Mainstreaming & Safeguarding

- Drive GEDSI mainstreaming across all sectors by integrating gender equality, disability, and social inclusion principles directly into field operations.
- Enforce strict, field-level safeguarding compliance and protection protocols to prevent sexual exploitation, abuse, and harassment during community activities.
- Train local community committees, volunteers, and grassroots stakeholders on basic safeguarding protocols and practical GEDSI-lens application.

- Conduct localised, community-level risk assessments to implement situational mitigation strategies that protect vulnerable participants from harm during project events.

Campaign Execution & Grassroots Resource Mobilisation

- Coordinate the diocesan-level implementation and field execution of special campaigns, including the annual *21 Days of Activism* and the *Wantoks of Love* initiative.
- Mobilise local community resources and lead asset-mapping activities to secure localised support, in-kind contributions, and funding structures for grassroots GEDSI groups.
- Elevate field realities and community-level feedback to the Advocacy team, ensuring that local inclusion networks, church structures, and civil society spaces are linked into broader policy campaigns.

General

- Contribute to strategic planning, annual work planning, and reporting cycles.
- Assist Teams in event planning for large-scale events.
- Perform other duties as may be assigned by the National Director.

Job Requirements

The Community Development and GEDSI 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 Compliance and Risk 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 Community Development, Gender Studies, Social Work, Sociology, International Development, Public Policy, or a related discipline.

Experience and attributes

- Minimum of three years professional experience in community development, gender equality, disability inclusion, or social protection programs, preferably in a Church or NGO environment.
- Good knowledge, skills, and experience in applying Gender Equality, Disability, and Social Inclusion (GEDSI) frameworks across diverse development sectors.
- Demonstrated experience conducting participatory vulnerability assessments, community entry/induction processes, and community asset mapping.
- Strong working knowledge of field-level safeguarding (PSEAH and Child Protection), localised risk assessments, and survivor-centred approaches to protection.
- Proven ability to design and deliver accessible, practical training on GEDSI and basic safeguarding for grassroots committees, volunteers, and community stakeholders.
- Experience coordinating grassroots campaigns, mobilising local community resources, and linking community-level feedback to broader advocacy initiatives.

- Strong understanding of social, cultural, and gender dynamics in Papua New Guinea, including barriers faced by women, youth, people with disabilities, and rural communities.
- Ability to work independently with minimum supervision, and at times under pressure to meet deadlines.
- Excellent interpersonal skills and ability to build genuine trust and communicate effectively with marginalised groups, traditional leaders, clergy, and Diocesan Caritas Coordinators.
- Sound judgment, empathy, cultural sensitivity, integrity, tact, and discretion in dealing with vulnerable populations and 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 field teams.

Desirable

- Experience working with Organisations of Persons with Disabilities (OPDs) or women's networks in Papua New Guinea.
- Good level of understanding of project management, event coordination, and the donor environment.
- Experience working within Catholic diocesan networks or faith-based organisations in PNG.
- 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 Community Development and GEDSI 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 Community Development and GEDSI 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.