# Terms of Reference / Job Description

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| Position: | Director – Migrants and Refugees |
| Report to: | National Director, Caritas PNG |
| 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 (CBCPNGSI). 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 Migrants and Refugees (M&R) Desk operates under Caritas PNG and maintains direct pastoral and institutional links to the Bishops Conference, the M&R Section of the Vatican Dicastery for Promoting Integral Human Development, and the International Catholic Migration Commission (ICMC). The Director – Migrants and Refugees leads Caritas PNG's national response on migration, asylum, human trafficking, and seafarer welfare (Stella Maris), driving high-level stakeholder diplomacy, diocesan committee coordination, and protection services for refugees, asylum seekers, and mobile populations in line with the CPNG Strategic Plan.

## Job Duties

### Strategic Leadership & Diocesan Coordination

- Lead the Migrants and Refugees Desk under the supervision of the Caritas PNG National Director across key thematic areas, including International Students, Migrant Workers, Asylum Seekers and Refugees, Internally Displaced Persons (IDPs), Human Trafficking/Smuggling, and the *Stella Maris* maritime ministry initiative.
- Establish, mentor, and support Migrant and Refugee Program committees across dioceses in Papua New Guinea and the Solomon Islands as needed.
- Supervise, mentor, and manage the performance and KPIs of the Migrants Officer and desk support staff.
- Develop Information, Education, and Communication (IEC) materials for national advocacy, pastoral outreach, and public awareness campaigns.

### Refugee Welfare, Protection & Resettlement Support

- Support the social, pastoral, and practical well-being of refugees and asylum seekers remaining in Papua New Guinea (including those affected by the former Manus Island offshore processing arrangements) in partnership with local religious and community organisations.
- Coordinate the provision of essential emergency materials and welfare items not provided by government or other agencies.

- Facilitate timely referrals to medical and specialist services, particularly urgent medical evacuations (medevac).
- Facilitate access to third-country resettlement and durable solution pathways not provided by government or other actors.

### External Representation, Fundraising & Reporting

- Maintain high-level dialogue and operational partnerships with key domestic and international stakeholders, including PNGICA, JDA, DHA, IOM, UNHCR, the Vatican Dicastery for Promoting Integral Human Development, and ICMC.
- Represent Caritas PNG and the Bishops Conference at pertinent migration, protection, and human trafficking meetings and workshops both in-country and abroad.
- Solicit, apply for, and manage donor funds for the Desk, including appraising funding applications, monitoring funded activities, and compiling narrative and financial reports.
- Produce monthly progress and welfare reports for benefactors, senior leadership, and the Bishops Conference.

### General

- Contribute to organisational strategic planning, annual work planning, and reporting cycles.
- Perform other duties related to the Migrants and Refugees Desk as assigned by the National Director.

## Job Requirements

The Director – Migrants and Refugees 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 Director – Migrants and Refugees 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 International Relations, Migration Studies, Human Rights/Law, Social Work, Theology, International Development, Public Policy, or a related discipline (a Master's degree is highly regarded).

### Experience and Attributes

- Minimum of five to seven years progressive professional experience in migration management, refugee protection, human rights advocacy, or humanitarian leadership, preferably within a Church, UN, or international NGO environment.
- Deep knowledge of international and domestic migration frameworks, asylum/refugee protection standards, anti-human trafficking mechanisms, and the regional context surrounding former offshore processing caseloads in PNG.

- Proven track record in senior-level stakeholder engagement and diplomacy with government immigration authorities (e.g., PNGICA, DHA), UN agencies (UNHCR, IOM), and international Catholic bodies (ICMC, Dicastery for Promoting Integral Human Development).
- Demonstrated experience in grant acquisition, donor stewardship, budget oversight, and compiling high-standard narrative and financial reports for benefactors.
- Strong ability to apply survivor-centred, trauma-informed, and confidential protection protocols when assisting refugees, asylum seekers, and victims of trafficking.
- Strong understanding of Catholic Social Teaching (CST) and the Church's pastoral mandate toward migrants, displaced persons, and seafarers (*Stella Maris*).
- Demonstrated leadership and supervisory skills, with the ability to guide diocesan committees and manage staff performance.
- Excellent interpersonal, cross-cultural communication, and negotiation skills.
- Unquestionable integrity, empathy, sound judgment, tact, and strict discretion in handling sensitive protection and resettlement cases.
- 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).

Desirable

- Experience working directly within Catholic Bishops Conference or diocesan networks in PNG and the Solomon Islands.
- Familiarity with medical evacuation (medevac) coordination and third-country resettlement processes.
- 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 Director – Migrants and Refugees 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 Director – Migrants and Refugees 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.