Terms of Reference / Job Description

Position:	Compliance and Risk Lead
Report to:	Operations Manager, Program 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 Compliance and Risk Lead ensures that Caritas maintains integrity across all operations, programs, and stakeholder interactions, driving proactive risk management and regulatory accountability to safeguard the organisation's mission and reputation. This role ensures that all Caritas PNG systems, donor agreements, and diocesan partners are compliant, transparent, and resilient by overseeing internal controls, safeguarding enforcement, and the Church Institutional Strengthening Program (CISP) in line with the CPNG Strategic Plan.

Job Duties

Compliance

- Serve as the designated "Compliance Officer" under the CPNG Complaints Handling Mechanism and oversee incident registers.
- Review all new donor Grant Agreements to extract, log, and track compliance milestones across Operations and Programs teams.
- Coordinate institutional readiness for donor "spot-checks" and support Finance during audits.
- Lead the annual Due Diligence Assessment of the National Office to identify and close policy gaps.
- Maintain the database and schedules for the Joint Committee on Policy Compliance.

Risk Management

- Serve as the designated "Risk Team Lead" under the CPNG Risk Management Policy.
- Maintain the live master Risk Register and conduct regular internal spot-checks on risk owners.
- Maintain program-specific risk tables and coordinate risk mitigation resourcing with the Operations Manager.
- Produce and socialise six-monthly corporate Risk Reports.

Policy Development and Safeguarding

- Lead the roll-out and periodic review of all policies (finance, HR, procurement, CIMS).

- Deliver formal safeguarding compliance training to staff, diocesan coordinators, volunteers, and partners (complementing the GEDSI Lead's community-level work).
- Lead the implementation of Strategic Priority 5, specifically driving the Church Institutional Strengthening Program (CISP).
- Ensure staff, diocesan partners, and supporters understand and adhere to CPNG policies.

General

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

Job Requirements

The Compliance and Risk 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 Risk Management, Business Administration, Public Policy, Governance, or a related discipline.

Experience and attributes

- Minimum of five years professional experience in compliance, risk management, institutional governance, internal auditing, or grants management, preferably in an NGO, Church, or donor-funded environment.
- Good knowledge, skills, and experience in designing and managing corporate risk registers, conducting internal spot-checks, and producing executive risk reports.
- Strong understanding of institutional donor grant agreements, due diligence assessments, and audit readiness requirements.
- Demonstrated experience managing complaints handling mechanisms, incident registers, and confidential compliance investigations using a survivor-centred and impartial approach.
- Experience developing, reviewing, and rolling out organisational policies across finance, HR, procurement, and safeguarding.
- Strong facilitation skills with experience delivering formal safeguarding (PSEAH and Child Protection) and policy compliance training to diverse audiences, including staff, volunteers, and diocesan partners.
- Ability to lead institutional strengthening and capacity-building initiatives across Church or partner networks.
- Ability to work independently with minimum supervision, and at times under pressure to meet deadlines.
- Excellent interpersonal skills and ability to communicate constructively with senior leadership, committees, auditors, donors, and Diocesan Caritas Coordinators.

- Unquestionable integrity, objectivity, sound judgment, tact, and strict confidentiality when handling sensitive compliance and safeguarding matters.
- 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) and database management.
- Ability to mentor, delegate appropriately, and provide guidance to subordinates and committees.

Desirable

- Familiarity with Caritas Internationalis Management Standards (CIMS).
- 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 Compliance and Risk 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 Compliance and Risk 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.