Terms of Reference / Job Description

Position:	Advocacy and Partnerships 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 Advocacy & Partnerships Lead promotes social justice and mobilises institutional resources through the Caritas brand, driving evidence-based policy influence and strategic coalitions to elevate grassroots realities onto national and global platforms. This role ensures that Caritas PNG's advocacy work is influential, credible, and adequately resourced by coordinating the Knowledge, Action and Decision-Making Advocacy Pipeline (KADMAP), managing key institutional partnerships, and leading supporter stewardship in line with the CPNG Strategic Plan.

Job Duties

Advocacy, Policy Influence and Partner Engagement

- Plan and execute CPNG Strategic Priority Area 4: Advocacy, including the development of an Advocacy Strategy.
- Coordinate CPNG's Knowledge, Action and Decision-Making Advocacy Pipeline (KADMAP), ensuring that all research, review, and implementation teams are actively engaged.
- Produce issue-based advocacy action plans based on the KADMAP identification and assessment of most suitable entry points.
- Roll out the national Social Accountability Plan to monitor governance performance and institutional service delivery across provinces.
- Design narrative-driven public awareness campaigns that translate complex policy issues into accessible community concerns.
- Formalise and maintain institutional agreements (MoUs) with key state agencies, international NGOs, and external partners under guidance from the National Director.
- Represent Caritas Papua New Guinea in national, regional, and international advocacy working groups, including the Caritas Oceania and Caritas Internationalis networks.
- Manage a live database of advocacy, environmental, and human rights stakeholders to ensure coordinated coalition actions.

Campaign Design and Supporter Stewardship

- Design the technical policy messaging and core thematic parameters for national campaigns like the *21 Days of Activism (Note: Diocesan coordination and grassroots resource tracking are owned by the GEDSI Lead)*.
- Coordinate the design, editing, and production of Information, Education, and Communication (IEC) materials, policy guides, and research publications.
- Produce, edit, and distribute the Caritas PNG Newsletter, managing media partnerships to ensure adequate public coverage of events and social justice stories.
- Lead the institutional fundraising and supporter stewardship aspects of the annual Lenten Appeal and special campaigns to lock in financial commitments from external funding partners.

General

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

Job Requirements

The Advocacy and Partnerships 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 Advocacy and Partnerships 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 Public Policy, Political Science, International Relations, Law, Communications/Journalism, International Development, or a related discipline.

Experience and Attributes

- Minimum of three to five years professional experience in policy advocacy, public affairs, strategic communications, partnership management, or institutional fundraising, preferably in an NGO, Church, or civil society environment.
- Good knowledge, skills, and experience in designing and executing evidence-based advocacy strategies, issue-based action plans, and social accountability mechanisms.
- Strong understanding of Papua New Guinea's political, legislative, and governance landscape, as well as key human rights, environmental, and social justice issues.
- Demonstrated experience drafting, negotiating, and managing institutional agreements (MoUs) and building coalitions with government agencies, civil society, and international partners.
- Strong understanding of Catholic Social Teaching (CST) and its application to public policy, social justice advocacy, and care for creation.
- Proven editorial, writing, and campaign design skills, including experience producing policy briefs, IEC materials, newsletters, and managing media relationships.

- Demonstrated experience in donor stewardship, institutional fundraising, and resource mobilisation campaigns.
- Ability to work independently with minimum supervision, and at times under pressure to meet deadlines.
- Excellent interpersonal, networking, and diplomatic skills, with the confidence to represent the organisation in national, regional, and international forums.
- Sound judgment, integrity, tact, and discretion in dealing with government officials, media, donors, and Church leadership.
- 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), with familiarity in stakeholder databases and basic publishing tools.
- Ability to mentor, delegate appropriately, and provide guidance to subordinates and cross-functional teams.

Desirable

- Experience working within the Caritas Confederation or similar faith-based advocacy networks.
- Good level of understanding of project management and the institutional donor environment.
- Experience working within Catholic diocesan networks 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 Advocacy and Partnerships 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 Advocacy and Partnerships 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.