

## **Job Description: Project Manager, Papua New Guinea**

Job Title: Project Manager, Papua New Guinea

Location: Melbourne, with frequent travel to Papua New Guinea

Reporting to: Programme Manager, Papua New Guinea

Duration: Fixed term contract until 28 February 2021

Responsible for: Papua New Guinea Programme Officer (two positions), Papua New Guinea programme consultants

### **Conciliation Resources**

Conciliation Resources is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. We believe that building sustainable peace takes time. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide.

Conciliation Resources has worked in the Pacific region since 1994. The organisation first worked in Bougainville (an autonomous region of Papua New Guinea) in 2001. Currently we work in partnership with the Nazareth Centre for Rehabilitation, the Government of Papua New Guinea and the Autonomous Bougainville Government as part of a programme of work with the aim of:

- Supporting inter-governmental dialogue processes.
- Strengthening community analysis and conflict resolution mechanisms in Bougainville.
- Building the skills of key peacebuilding actors in Bougainville.
- Improving cohesion and collaboration between peacebuilding initiatives in Bougainville
- Bringing peacebuilding knowledge from other post-conflict regions of the world.

### **Job Purpose**

The Papua New Guinea Project Manager is responsible for developing and managing our peace building and conflict resolution work related to Bougainville, Papua New Guinea (PNG). This includes support to formal negotiation processes, supporting transition to peace work for armed opposition groups, promoting community inclusion and engagement in peace processes, contributing to research and analysis on peace and conflict drivers and dynamics. The post holder is responsible for overseeing the full project cycle for these activities, including design, planning, implementation, monitoring and evaluation, narrative and financial reporting. They act as a resource to partner organisations and representing the programme in meetings with a range of interlocutors in the field. The post-holder contributes to strategic development, implementation and resourcing of the Bougainville, PNG programme as a whole, and manages two Programme Officers, consultants and volunteers. The post is based in Melbourne and will involve frequent travel to the region.

### **Specific Tasks and Responsibilities**

#### **a. Strategic and operational planning**

Lead on the design and development of projects that strengthen Conciliation Resources and its partners' work in the region, and consolidate the programme's success in achieving its objectives.

Contribute to the Bougainville, PNG programme's strategic and operational planning processes, including participation in the annual planning cycle and monitoring and evaluation processes, along with coordinating partner and other external input.

Participate in team and other internal meetings or working groups.

#### **b. Programme management and partner support**

Manage a portfolio of projects, overseeing the implementation at all stages (design, setting budgets, implementation, monitoring, reviewing and reporting).

Provide support, advice and facilitation to partner organisations, in achieving mutually agreed outputs and outcomes and ensure that these are implemented in compliance with contractual criteria agreed with donors.

Manage the work of consultants employed to support specific project activities.

Lead on establishing and overseeing a monitoring and evaluation system in coordination with local partners.

Manage the delivery of communications deriving from the programme (including written publications, multi-media material, website and intranet entries and other public resources).

Develop and maintain collaborative partnerships with credible and reliable local, national, regional or international organisations, ensuring the operation of formal agreements affecting the operation of the programme.

Produce regular narrative reports on project activities, including the collation of partner narrative reports, for submission as internal and donor quarterly and annual reports.

Input contacts and information onto our databases, helping to maintain efficient electronic and paper filing systems, and organisation-wide administrative systems.

#### **c. Policy and analysis**

Keep informed of political, social, economic and security developments in the region that influence the peacebuilding and conflict transformation objectives of the programme, while sharing information and analysis drawn from fieldwork experience.

Working with the Programme Manager and the rest of the South-East Asia and Pacific programme team to ensure delivery of policy messages, analysis and lessons learned to relevant interlocutors, including donors, partners and government officials.

Engage in programme and organisational learning, through programme reviews, regular monitoring and evaluation at key points, as well as contributing to organisation learning events (including short downloads, brownbag lunches, organisational retreats, Accord articles and other activities).

#### **d. Representation and networking**

Maintain an effective liaison with donors and relevant governmental authorities to facilitate the timely implementation of project activities. Develop and maintain collaborative relationships with project partners and other interlocutors.

Represent Conciliation Resources and effectively communicate its strategies and key messages to donors, politicians, diplomats, community-based organisations and other target groups through one-on-one meetings and speaking at events.

In consultation with the Communications team and the Programme Manager, respond to requests from institutions, researchers, journalists and others.

Drawing on the support of the Accord, Policy and Learning (APL) team, contribute to the development and implementation of communication and advocacy strategies for South-East Asia and Pacific programme work.

Produce content for communications about the programme (including written publications, multimedia material, website and intranet entries and other public resources) and ensure that the programme's public outputs are developed through appropriate interface with other parts of Conciliation Resources. Ensure that the programme's section of the Conciliation Resources website is kept up to date.

#### **e. Financial management and fundraising**

Lead on securing funds for Bougainville, PNG programme work, in collaboration with the Papua New Guinea Programme Manager and programme team, by drafting proposals, taking lead responsibility on some applications, and building relationships with donor representatives.

Manage the budget for specific projects, including developing new budgets, monitoring and forecasting expenditure, overseeing financial reporting, and ensuring sound financial management in compliance with internal and donor finance procedures.

Develop and maintain strong relationships with current and potential donors, particularly those based in the region.

Maintain appropriate project documentation and filing systems ensuring that the programme complies with and participates in maintaining internal administrative and financial systems and policies.

#### **f. Personnel management**

Manage two Programme Officers, providing operational management, ensuring professional development and performance management, including through fortnightly meetings and annual appraisals.

Ensure they, staff and consultants adhere to Conciliation Resources' security and safeguarding policies and guidelines when working, and particularly when travelling to Papua New Guinea. Be mindful of and plan around the security implications for partners of engaging with Conciliation Resources.

#### **g. Other**

Perform additional tasks, consistent with the skills and expertise of the post-holder, as requested by the Papua New Guinea Programme Manager.

Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources' Code of Conduct.

## **Person Specification**

### **Essential knowledge, skills and experience**

- Substantial experience of project management including project planning, implementation, monitoring and evaluation and narrative and financial reporting.
- Practical experience of designing and implementing conflict resolution and peacebuilding interventions, including experience of working with international, national and local partner organisations in conditions of current or recent conflict.
- Experience of living or working in or on the Pacific region.
- Experience of and sensitivity to communicating with multicultural and diverse audiences (including senior government officials, politicians, opposition groups, national and local NGOs and conflict-affected communities).
- Experience of planning, running, and facilitating effective meetings and workshops.
- Demonstrable experience of preparing, managing and monitoring budgets, local partners' activities and of financial and narrative reporting to donors.
- Experience of developing new project ideas, building relationships with donors and writing proposals and budgets to secure new funds.
- Appreciation of confidentiality, political sensitivity and the complexities of working in a situation of unresolved conflict or political transition.
- Excellent spoken and written English.
- Post-graduate study or equivalent by experience in conflict resolution, international relations, development studies, international humanitarian law, gender, peace and security or other related fields.
- Willingness to work irregular hours on occasions and for frequent international travel.
- Experience of working in a conflict-affected area, and experience of hostile environment training or willingness to undertake hostile environment training.
- **Desirable knowledge, skills and experience**
- Knowledge of Papua New Guinea context and connections with in-country and international stakeholders.
- Spoken or written Tok Pisin
- Knowledge and experience of peace mediation and dialogue processes, including formal track 1 and local community dialogue and reconciliation processes

December 2018