

Job description: Programme Officer, Papua New Guinea

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Location: Melbourne, with travel to Papua New Guinea

Reporting to: Papua New Guinea Project Manager

Duration: 12 months fixed term contract

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 (as autonomous region of Papua New Guinea) in 2001. Currently we work in partnership with the Nazareth Centre for Rehabilitation and the ABG Department of Peace Agreement Implementation as part of a programme of work with the aim of:

- 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 Programme Officer provides project, administrative and logistical support necessary for the implementation of the Papua New Guinea programme. The post holder will play a key role in liaising with partners across the areas in which we work, and in managing programme events and information. They will support consultants and volunteers working with the team. Reporting to the Papua New Guinea Project Manager, the Programme Officer will be based in Melbourne and will undertake occasional travel to Papua New Guinea.

Specific responsibilities and tasks

a. Strategic and operational planning

Contribute to the Papua New Guinea programme's strategic and operational planning processes, including participation in the annual planning cycle and monitoring and evaluation processes, through scheduling and minuting meetings, and assisting with the preparation and submission of completed annual plans.

Participate in team and other internal meetings or working groups.

b. Programme management and partner support

Provide logistical, financial and administrative support to programmes of the full range of activities undertaken by the programme, including arranging travel, visas, accommodation and other tasks required to organise meetings and workshops. Prepare event materials, participant packages and equipment; participate in events, take notes and produce reports of events where needed.

Assist the Project Manager and other team members in producing and regularly updating project management documentation, including partner Memorandum of Understanding (MoU)s, workplans, budgets, transfer schedules/breakdowns, financial and narrative reporting forms, consultant contracts and associated Terms of Reference.

Provide support and advice to partner organisations (in person, by phone/Skype and by email) implementing activities that support programme outcomes.

Support the programme with specific research project, conducting desk research related to programme activities and ad hoc research for fundraising proposals.

Keep informed of political, social, economic and security developments within and affecting the various regions where Conciliation Resources is operating.

Support the monitoring, evaluation and reporting of the programme, including collecting data from programme partners and contributing to regular narrative reports on activities and impact (donor reports and quarterly reports to the Executive Management Team and Board).

Draft contracts for consultants and other service providers, and supervise occasional volunteers and consultants as required, including ensuring that consultants and volunteers adhere to Conciliation Resources' security and safeguarding policy and guidelines when working and travelling in all regions.



As requested, support additional programme or department meetings including participating in and support information sharing meetings with relevant teams across Conciliation Resources.

Participate in monthly line management meetings and regular performance appraisals and keep BreatheHR information system up to date.

Provide programme support across the South East Asia and Pacific Team as needed and as requested by the Project Manager and Programme Director.

Perform other Programme support tasks, consistent with the skills and expertise of the post-holder, as requested by the Project Manager and Programme Director.

c. Policy and analysis

Support learning in relation to the programme's work, to enhance the effectiveness and impact of the programme, develop Conciliation Resources' practice and help communicate impact and lessons.

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 and other activities).

d. Representation and networking

Work with our Communications team and the Project Manager to develop communications material related to Conciliation Resources work, including updating relevant programme and impact sections of the Conciliation Resources website and the intranet.

Contribute to Conciliation Resources' information systems: updating relevant programme and impact sections of the Conciliation Resources website (in liaison with the Communications Manager) and intranet (the Hub); uploading photographs to the electronic photo library, entering information into Conciliation Resources' Contacts Database, and handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.

Collate, draft text for reports and proof-read reports and publications.

Comply with internal information management systems, including entering data in the organisation's monitoring, learning and evaluation system to ensure we are monitoring our activity and impact, and our Project and Partner Tracker.

e. Financial management and fundraising

Support the timely and accurate processing of financial transactions for the programme. Process invoices and expenses claims from project staff, consultants and service providers, following Conciliation Resources' financial management procedures. Prepare and process programme staff's financial trip reports, transfer requests, travel advance requests and

other programme expenditure documents, ensuring appropriate coding and in liaison with the Finance team.

Assist in programme budget monitoring and reporting, including processing partner and project financial reports and (in conjunction with the Finance team) preparing expenditure reports for donors.

Assist partners to compile budgets and financial reports based on templates and submit these for approval by the Project Manager, liaising with the Finance team and partners to resolve issues. Ensure partner transactions are properly coded and recorded, and that all necessary supporting documents are filed appropriately, electronically and/or in hard copy. Provide support and training to partners to enhance their understanding of our financial processes, delivered remotely or in-country.

Support the Project Manager with programmatic financial management including monitoring and ensuring appropriate sign off of expenditure.

Attend monthly programme finance meetings and provide accurate and timely financial information as required.

Ensure procurement of services is carried out in an appropriate manner adhering to Conciliation Resources' Procurement Policy covering such areas as consultants, proofreading and copy editing, translators and the translation of programme related materials.

Support programme and cross-programmes fundraising efforts when requested by the Project Manager and Programme Director including coordinating input and editing financial and narrative submissions, drafting budgets and narrative text.

f. Personnel management

Ensure they 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 Project Manager and Programme Director.

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

- Graduate study or local equivalent or equivalent by experience in conflict resolution, international relations, development studies, international humanitarian law, peace and security.
- Understanding of and interest in peacebuilding and conflict transformation processes.
- Experience remotely supporting partners on the successful joint delivery of work.
- Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.
- Experience of supporting monitoring, evaluation and reporting of projects.
- Experience of revising and contributing to the drafting of substantive reports. Experience of undertaking supervised research work.
- Experience of working in an administrative and support position to a team.
- Strong organisational skills including planning, developing, implementing and maintaining administrative systems.
- Experience supporting financial management including experience preparing budgets, monitoring organisational and partner expenditure and supporting financial reporting.

Desirable knowledge, skills and experience

- Knowledge of and interest in Papua New Guinea and Bougainville.
- Spoken or written Tok Pisin.

Other role requirements

- Excellent verbal and written communication skills in English.
- Willingness to work irregular hours occasionally and to undertake some international travel.
- Strong commitment to, and experience of, team and cross-organisational working.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Excellent working knowledge of Microsoft Office software packages, databases, email, internet.
- Ability and willingness to travel to Papua New Guinea (primarily Bougainville), and experience of hostile environment training or willingness to undertake hostile environment training.
- Demonstrated ability to work in a multi-cultural environment.
- Demonstrated ability to work with databases, handling diverse sources of information and maintaining accessible filing systems.