**Job description: Programme Assistant, Papua New Guinea**

Job Title: Programme Assistant, Papua New Guinea

Location: Melbourne, with occasional international travel (subject to COVID-19 restrictions)

Reporting to: Project Manager, Papua New Guinea

Duration: fixed term contract until 28 February 2022

**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. We have worked in the South East

Asia and the Pacific regions since 1994 and currently have four programmes: A regional

Pacific Programme, a Fiji Programme, a Papua New Guinea Programme and a Philippines

programme.

Conciliation Resources’ core values of Collaboration, Creativity, Challenge and Commitment

underpin everything we do, and staff are expected to apply these values to their work and in

their interactions with others. In addition, we foster an internal environment of transparency, mutual respect, integrity and professional discretion.

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 Programme Assistant provides administrative and logistical support necessary for the implementation of the Papua New Guinea programme. The post holder will provide support to the team’s liaison with partners, contribute to financial and narrative reporting and make arrangements for programme travel and events. Reporting to the Papua New Guinea Project Manager, the Programme Assistant will be based in Melbourne and may undertake occasional travel to the region.

**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 meetings, workshops and other events undertaken by the programme, including travel arrangements, arranging venues, accommodation, communicating with participants on logistics, handling expenses, invoices and receipts.

Providing logistics and administrative support to travelling members of the team by booking transport and accommodation, drafting risk assessments, arranging cash advances, and consolidating expenses and trip reports on the traveller’s return.

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).

Develop and maintain time sheets for the team.

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

Comply with internal information management systems, including entering data in the organisation’s Podio system, to ensure we are monitoring our activity and impact and we keep grant management information accurate and up to date. Handle information in line with Conciliation Resources' Data Protection and Privacy Policy and any other relevant policies.

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**

Engage in programme and organisational learning, through programme reviews, regular monitoring and evaluation and participate in organisation learning events (including short downloads, brownbag lunches, organisational retreats and other activities).

Support desk research as needed.

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

Contribute to Conciliation Resources’ information systems, including 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.

Manage the team’s publication stocks and displays.

Collate text for reports and publications.

**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 processing partner reports by checking receipts against report entries, and flagging any queries. Ensure that partner reports are coded accurately and that all necessary supporting documents are filed appropriately, electronically and/or in hard copy.

Support donor reporting and audit activities.

Support fundraising activities as needed.

**f. Personnel management**

Ensure they adhere to Conciliation Resources’ security and safeguarding policies and guidelines when working, and if travelling to Papua New Guinea.

**g. Other**

Perform additional tasks, consistent with the skills and expertise of the post-holder, as requested by their line manager, Programme Director or Department 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**

* Experience of working in an administrative and support position to a team.
* Interest in peacebuilding and conflict transformation processes.
* Experience of financial administration including processing finance reports, receipts or invoices.
* Experience of supporting the organisation of events, including providing logistical support to participants from overseas.
* Experience of working with databases, handling diverse sources of information and maintaining filing systems.
* Experience of liaising with external partners and service providers.
* Ability to summarise and convey information accurately and concisely.
* Willingness to work irregular hours occasionally and to undertake occasional international travel.
* Commitment to, and experience of, team and cross-organisational working.
* Appreciation of issues of confidentiality, and cross-cultural and political sensitivity.
* Initiative, enthusiasm and a problem-solving approach to new challenges.
* Ability and willingness to travel to Papua New Guinea and experience of hostile environment training or willingness to undertake hostile environment training.

**Desirable knowledge, skills and experience**

* Spoken or written Tok Pisin

**Other role requirements**

* Excellent verbal and written English
* Good computer and IT skills, including experience working with Microsoft Office software packages, databases, email and the internet.