

Papua New Guinea Programme Manager

Job Title: Papua New Guinea Programme Manager

Location: Port Moresby, Papua New Guinea

Reporting to: Director of Pacific Programmes

Duration: Fixed-term contract for 12 month

Responsible for: Project Officers, Assistants and Consultants as needed

Conciliation Resources

Conciliation Resources (CR) is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. 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 work with partner organisations and individuals (officials, civic actors and politicians) supporting processes of change, including through supporting key actors in regions affected by conflict to explore options for progress through dialogue, analysis and access to new thinking. We also work with civil society groups to become more effective in advocating for rights, encouraging debate and achieving policy change.

CR is headquartered in London, with a branch office in Melbourne, and registered in Australia as Conciliation Resources Australia (CRA), managing our South East Asia and the Pacific (SEAP) department programs. Conciliation Resources has worked in the SEAP regions since 1994 and currently has three programmes: a Fiji and Solomon Islands Program, a Papua New Guinea Program and a Philippines Program.

Job Purpose

The Papua New Guinea (PNG) Programme Manager leads Conciliation Resources' peacebuilding and conflict resolution work across Papua New Guinea (currently Bougainville and Highlands provinces). 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 represent South East Asia and the Pacific programme (SEAP) in meetings with a range of interlocutors in context and elsewhere. In coordination with the Director, the post-holder leads on strategic development, implementation and resourcing of the PNG programme, and manages programme officers, assistants and consultants.

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 PNG, and consolidate the programme's success in achieving its objectives.

Play a significant role in the 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.

Plan for and review the impact of programme activities on staff and partner security, adhering to the principle of 'do no harm'.

Play a significant role in the PNG team's contribution to organisational policy development and comparative learning processes, including being available as a resource person to participate in appropriate activities and engage with Conciliation Resources' trustees as required.

b. Programme management and partner support

Lead the delivery of work in PNG, in developing and implementing programme plans at all stages (design, costing, implementation, reviewing and reporting).

Design and facilitate specific events, workshops and processes.

Provide support and advice to partner organisations to work towards mutually agreed outcomes, and ensure that these are implemented in compliance with contractual criteria agreed with donors. Convene regular meetings with partners and relevant CR staff, and manage programme-related meetings and conference calls.

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.

Lead on monitoring and reporting on the delivery of the PNG programme, including regular narrative and financial reports on activities and impact to the donor, partners and a significant part of internal reporting to Conciliation Resources' Executive Management Team and Board.

Support the programme by frequent travel including, when necessary, to areas experiencing or having experienced violent conflict.

Comply with internal information management systems, including entering data in the CR project management system to ensure we are monitoring our activity and impact. 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

Working with the Programme Director, play a leading role in the formulation of PNG programme policy and delivery of policy messages, analysis and lessons learned to relevant interlocutors, including donors, partners and government officials.

Sustain an independent analysis of conflicts and peace processes in PNG, and keep informed of political, social, economic and security developments within the region and affecting the region.

Ensure that conflict and gender sensitive analysis is integrated into all projects, and work with the Monitoring and Evaluation team to ensure that suitable research is undertaken to evaluate and learn from programme activities.

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).

Contribute to broader Conciliation Resources peacebuilding and conflict analysis, and organisation policies.

d. Representation and networking

Represent the PNG programme, and Conciliation Resources, in consultative fora or networks, and with government ministries, embassies, donors, the media, partners, and other interested and relevant organisations and individuals, advancing Conciliation Resources' policy agendas and ensuring its credibility. Lead on the representation of our work in PNG.

Actively develop and maintain relationships and networks with individuals and organisations in the strategic interest of the PNG programme, and build and maintain collaborative partnerships and donor relationships. Develop and maintain collaborative relationships with project partners and other interlocutors

In consultation with the Programme Director, produce and oversee delivery by the team of communications on PNG (including written publications, multimedia material, website and intranet entries and other public resources) and ensure that the PNG programme's public outputs are developed through appropriate interface with other parts of Conciliation Resources.

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

Drawing on the support of the Conciliation Resources' Research, Accord and Policy (RAP) team, contribute to the development and implementation of communication and advocacy strategies for PNG work.

e. Financial management and fundraising

Develop and manage the budget for PNG work, including developing new budgets, monitoring and forecasting expenditure, overseeing financial reporting, and ensuring sound financial management in compliance with internal and donor finance procedures.

Lead on securing funds for the PNG work, in collaboration with the Programme Director and programme team, taking a lead responsibility for applications, developing project concepts and drafting proposals and budgets. Develop and maintain strong relationships with current and potential donors, particularly those based in the region.

Ensure that appropriate project documentation, systems and processes in relation to the PNG programme are in place, and ensure that the programme complies with and participates in maintaining Conciliation Resources' administrative and financial systems and policies.

f. Personnel management

Line manage officers, assistants and consultants (including in remote environments), providing operational management, ensuring professional development and performance management, including through fortnightly meetings and annual appraisals.

Ensure that staff and consultants adhere to Conciliation Resources' security and safeguarding policies and guidelines when working, and particularly when travelling to PNG. 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 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

- Excellent organisational and coordination skills, including considerable experience of project management including project planning, implementation, monitoring and evaluation and narrative and financial reporting.
- Practical and conceptual knowledge of peacebuilding and conflict transformation processes, of processes of social and political change and of supporting the development of local capacities for peacebuilding.
- Considerable knowledge of the social and political landscape in PNG and wider region, and its conflicts, ideally through experience of living or working in or on the Pacific region.
- Experience of working with local and national partners in an accompaniment and mentoring role, including capacity building and due diligence.
- Considerable financial management experience, including preparing and managing annual budgets of at least \$500,000 AUD, monitoring and forecasting spend, and overseeing internal and external financial reporting.
- Experience of managing government or other donor-funded programmes, including donor relationship management, programme development and narrative and budget reporting.
- Considerable autonomous experience of developing new project ideas, building relationships with donors and writing proposals and budgets to secure new funds.
- Excellent communication skills, to communicate complex issues effectively and adjust communication style to varying circumstances, including ability to listen actively to people from varying backgrounds and with a range of political, cultural, gender and sexual identities and value orientations, combined with an ability to engage with them clearly and sensitively.
- Experience of line managing staff, including task management, performance management and professional development, including in remote environments.
- Experience of planning, running, and facilitating effective meetings and workshops.
- 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.
- Ability to autonomously navigate political sensitivities and awareness of the complexity of working in conflict-affected situations, including appreciation of confidentiality and handling sensitive information with due care.

Desirable knowledge, skills and experience

- Experience facilitating dialogue processes.
- Experience undertaking advocacy with policymakers.
- Knowledge and experience of peace mediation and dialogue processes, including formal track 1 and local community dialogue and reconciliation processes.

- Experience implementing projects in difficult social and political situations or conflict contexts, and experience of hostile environment training or willingness to undertake hostile environment training.
- Appreciation of confidentiality, political sensitivity and the complexities of working in a situation of unresolved conflict or political transition.

Other role requirements

- Excellent spoken and written English and Tok Pisin.
- Excellent word processing, spreadsheet, database and email software skills.
- Willingness to work irregular hours on occasion and for frequent international travel.

March 2026