



## **Development Officer**

**Employer:** Friends of Femili PNG

**Work Type:** Full time or part time considered

**Location:** Canberra based, with travel to Papua New Guinea

**Contract Length:** 12 months

### **Background to position:**

Femili PNG is a Papua New Guinean non-governmental organisation that runs Case Management Centres (CMCs) in Port Moresby and Lae to deliver services to survivors of family and sexual violence. The Lae CMC opened in July 2014 and the Port Moresby CMC has recently opened in September 2018.

Femili PNG is supported by the Australian Government in partnership with the Government of Papua New Guinea as part of the Pacific Women Shaping Pacific Development program.

The Development Officer (DO) will work with Femili PNG's Development Manager (DM) on a range of areas to support Femili PNG, including communications, stakeholder engagement, fundraising, reporting, policy development, finance and administration.

The DO position provides an exciting opportunity to work on an innovative and pioneering project that is making a real difference on the ground while also contributing to the development of PNG civil society. We require an individual with practical problem solving skills, who is patient, organised and hands-on, and combines a considered approach with a strong commitment to improving services for survivors of domestic violence, sexual violence and child abuse in Papua New Guinea.

### **The position:**

The position is based in Canberra and will involve travel to Papua New Guinea. The position will report to the DM and will work with other members of the organisation, depending on the issue at hand.

It is envisaged that the position will be filled on a full-time basis for a twelve month period, but part-time offers and/or availability for shorter periods will be considered. The position will be reviewed after this initial period.

The employer for this position is Friends of Femili PNG, the Femili PNG support organization, based in Canberra, for which the DM is also the CEO.

### **Essential qualifications/experience/characteristics:**

- A positive attitude, and a pro-active disposition.
- A willingness to work hard, an ability to deliver results reliably, and pay attention to detail.
- Excellent written communication skills.
- Commitment to the objectives and values of Femili PNG.

- Ability to communicate and work effectively with a diverse, geographically remote team as well as with external stakeholders.
- Willingness and capacity to undertake travel to PNG.

**Desirable qualifications/experience/characteristics:**

- Qualifications in communications, international development, project management, social sciences, social work, or other related discipline.
- Experience in developing communications materials for charity or development organisations, including websites, social media and printed materials.
- Experience analysing data and preparing project reports.
- Experience in fundraising.
- Experience in financial administration and program management.
- Experience working internationally, ideally in PNG or other Melanesian context.
- Experience working on responses to gender-based violence.

**Roles/responsibilities:**

- Support Femili PNG, particularly the new Port Moresby centre, to execute operations in accordance with donor contracts.
- Assist with implementation of Femili PNG's Communications and Fundraising Strategy.
- Support the Femili PNG Communications and Fundraising Officer in PNG to produce publications material, raise the profile of the organisation and get our messages out.
- Support administration of Femili PNG's online presence including website, social media and fundraising platforms.
- Manage fundraising events in Canberra and other locations.
- Assist in the preparation of funding proposals, grant applications and donor reports.
- Assist with Friends of Femili PNG's Australian regulatory requirements – eg. State/territory fundraising licences, reporting to the ACT government and the Australian Charities and Not-for-profits Commission
- Provide administrative support for Friends of Femili PNG and Femili PNG.
- Other duties as directed by the DM.

**Terms and conditions:**

This is a salaried position, with superannuation. Details available to short-listed candidates.

**Information and applications:**

For more information, contact Lindy Kanan ([lindy@femilipng.org](mailto:lindy@femilipng.org)).

Send your application to [friends@femilipng.org](mailto:friends@femilipng.org) by Thursday 25 October 2018. Send your CV with a short cover letter (no more than one page). In the letter please indicate the date on which you will be able to start and your preference for full-time or part-time work.