

## Program Manager – Education

### PURPOSE OF THE POSITION

As the Program Manager – Education, you will lead the education portfolio with a primary focus on the coordinating, planning and implementation of education projects. You will support related project work from implementation, monitoring and evaluation. You will build partnerships with relevant education partners, and stakeholders. You will represent ChildFund in national education cluster and local education group meetings.

### KEY DUTIES

#### Project Management and leadership

- Lead ChildFund PNG's Education Program, driving the effective design, implementation and evaluation of education activities to create impact for children and young people in PNG .
- Manage a diverse team who will be responsible for the effective implementation of all project activities in the field.
- Develop and deliver on short and long-term work plans in line with the project documents, log frame, risk management plans, budget and oversee overall project progress.
- Support implementation of quality assurance processes through effective monitoring and evaluation and foster a culture of accountability for performance and continuous improvement.
- Oversee and track expenditure for projects and liaise closely with finance team to ensure correct financial procedures are followed.
- Provide leadership and professional development to staff and key partners.
- Represent ChildFund in key external meetings and forums including with National and provincial government, donors, civil society organisation and other key stakeholders.
- Maintain strong relationships and communication with sector counterparts and the Senior Management Team in the ChildFund PNG Country Office and Education Advisor in ChildFund Australia.
- Ensure compliance with ChildFund's policies and procedures.

#### Technical guidance, advice, and capacity strengthening

- Have a current knowledge of trends, issues and research on education policies and practice, including SLIP, Behaviour Management, Child Protection, GEDSI, WASH etc.
- Facilitate periodic capacity strengthening and reflection-learning sessions for team and partners on project implementation, learning and adaptation for continuous improvement and program effectiveness.

#### Strategic partnerships and Resource Mobilization

- Strengthen formal and informal partnerships to deliver coordinated and comprehensive services and build new partnerships with identified stakeholders.
- Build and maintain strong relationships with partners and stakeholders to advocate, promote and advance ChildFund education priorities and interests including sustainability.
- Represent CFPNG Education programs in national and regional forums to promote and speak on strategic and common issues.
- Give presentations at conferences, seminars and meetings.

### QUALIFICATIONS & EXPERIENCE

- Graduate degree in social sciences, international studies, education or other relevant discipline;
- Experience leading, mentoring and coaching teams, with track record of building collaborative, accountable and high performing teams;
- Sound expertise in project management in basic education, preferably primary or ECE, in the Indo-Pacific region implemented within the public sector;
- Substantial experience of facilitating training courses for working teachers
- Expertise designing training materials and curriculum at ECE or Primary levels, aligning to international best practice and promoting quality and accessible education for all.;
- Experience providing quality training and capacity building for team and partners on facilitation of workshops.
- Understanding of quantitative and qualitative methods of M&E
- Excellent English language skills and report writing.
- Knowledge of the education sector in PNG;
- Open to travel up to 30% in remote areas and difficult conditions.
- Adequate ICT skills and familiarity/experience with web-based communication platforms (Teams, Zoom etc).

### DESIRABLE

- Experience in a senior role or project management role
- Experience in adult education and/or training, designing and conducting workshops and trainings.
- Experience in working with NGOs in cross-cultural setting.

*Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

### SKILLS

Creative thinker and motivator  
Excellent stakeholder management  
Strong leader and role model, supporting others in achieving their and the organisation's goals  
Ability to work in an iterative, problem-driven and adaptive way in complex and fragile environments  
Understanding of development in country context and child-focused development

### CHILD FUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –  
Respect, Integrity, Collaboration, Change,  
Empowerment & Excellence

**Department:** Programs

**Location:** Country Office, Port Moresby, ChildFund Papua New Guinea

**Employment:** Full-time, employment agreement, with option to extend upon mutual agreement / dependent on funding

**Reports to:** Head of Programs – ChildFund Papua New Guinea

**Other Information:** Appointment to this position is dependent upon successful completion of reference and criminal background checks

**Please apply at:** [www.childfund.org.au/work-with-us](http://www.childfund.org.au/work-with-us)





## ORGANISATIONAL CONTEXT

**ChildFund Papua New Guinea** is registered local NGO and – an independent and non-religious international development organisation that works to reduce poverty for children in developing communities.

ChildFund Papua New Guinea is part of the ChildFund Alliance – one of the world’s oldest and most experienced child-focused development agencies. With a global network of 11 organisations, the ChildFund Alliance assists more than 14 million children and families in over 60 countries.

**ChildFund** began work in Papua New Guinea in 1994, and works in partnership to create community and systems change which enables children and young people in vulnerable situations, to assert and realise their rights.

Projects are implemented in seven provinces across the country, in both rural and urban settings, with a focus on maternal and child health, nutrition, water and sanitation, education, and child protection and resilience against family and sexual violence. ChildFund PNG also priorities climate change and disaster preparedness.

## HOW WE VALUE YOUR CONTRIBUTION

### Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

### Leave

You will have access to 20 days of paid annual leave. You are also entitled to sick leave, maternity leave, parental leave and compassionate leave.

### Health Insurance & Bonus

All employees are covered under a Life Insurance Corporation (PNG) Limited. This health insurance cover is also extended to nominated family members depending on staff tenure with the organisation.

### Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching

**OUR VISION:** A world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future”

**OUR MISSION:** We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund PNG you will be contributing to every child being able to play, learn, and grow.**