



Position Description

Administration Manager – Meri Toksave

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| Reports to | Executive Team |
| Availability | 4 hours a week for at least 12 months |
| Location | Brisbane, AUS Elsewhere in Australia or the Pacific region will be considered |

An emerging and pioneering youth-led initiative for gender justice in Papua New Guinea

Role purpose

As Administration Manager you will work with and support the Executive Director, Deputy Executive Director and Director of Operations in providing high-quality administrative advice and decision-making support across organisational governance, human resources, financial management, risk management, and regulatory compliance and reporting requirements.

This is an unprecedented opportunity to uniquely shape and transform our organisation as we professionalise our governance and internal processes, manage our budget and finances, and seek to attain registration through the Overseas Aid Gift Deduction Scheme.

Role responsibilities

- Support the Executive Team in discharging the administrative, financial, legal and fiduciary responsibilities and reporting requirements of the Incorporated Association;
- Oversee our budget, banking transactions, and accounting processes;
- Manage our regulatory reporting requirements with the Queensland Government Office of Fair Trading and the Australian Charities and Not-for-profits Commission;
- Attain registration through the DFAT/ATO Overseas Aid Gift Deduction Scheme;
- Assist in the recruitment and onboarding of new volunteers and team members;
- Develop new internal processes, governance structures, and organisational policies;
- Contribute to the strategic direction and organisational development of Meri Toksave.

Who we are looking for

- An experienced administrator and financial manager;
- Past experience in accounting, budget analysis, and organisational development;
- Demonstrated interest in gender equality, human rights, and youth empowerment;
- Capacity to build strong, productive working relationships with peers and stakeholders;
- Personal drive and integrity;
- Ability to take responsibility for managing work to achieve results.

What you get out of it

- Contribute to the advancement of gender equality and elimination of gendered violence;
- Build your skills in financial management, organisational governance, and administration;
- Collaborate with like-minded young people;
- Increased job readiness and employability for a career in development and human rights;
- Transform a small, pioneering organisation;
- Learning and development opportunities.

Position Description



General conditions

- Act always in accordance with the Meri Toksave Code of Conduct;
- Act always in accordance with the Meri Toksave Child Protection Policy.

Application process

To apply for this position, submit the following to t.bain@meritoksave.org:

- Cover Letter (1 page maximum) outlining your motivation, experiences, and skills;
- Resume/CV (2 pages maximum);
- Contact Details for 2 References.

APPLICATIONS ARE BEING ACCEPTED ON A ROLLING, ONGOING BASIS IN 2019

Your application will be considered by a Selection Panel consisting of the Co-Founders. Your personal information will remain confidential within the Selection Panel. Shortlisted applicants will be invited to an interview (either face-to-face or over Skype).

For information about Meri Toksave visit www.meritoksave.org. For more information about this position, contact our Deputy Director Tasman Bain at t.bain@meritoksave.org.

We are dedicated to social inclusion, gender equality, and the empowerment of people with lived experience of domestic and sexual violence. Young people from culturally and linguistically diverse communities, young people with disabilities, young Aboriginal and Torres Strait Islander peoples, and young Pacific and South Sea Islander peoples are encouraged to apply.
