



Position Description

Director of Operations – Meri Toksave

Reports to	Executive Director (Port Moresby) and Deputy Executive Director (Brisbane)
Availability	8 hours a week for at least 12 months
Location	Port Moresby, PNG or Brisbane, AUS

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

Role purpose

As Director of Operations you will support the Co-Founders, including the Executive Director and Deputy Executive Director, in organisational development, operational management, strategic direction, and programming innovation of Meri Toksave.

This is an unprecedented opportunity to uniquely shape and transform our organisation as we seek to diversify of work and develop new programmes, professionalise our governance and internal processes, expand our partnerships and supporter base, and on board new volunteers.

Role responsibilities

- Lead the day-to-day and regular organisational and operational tasks of Meri Toksave;
- Serve on the Executive Team and work closely with the Executive Director and Deputy Executive Director in advancing the objectives, vision and mission of Meri Toksave;
- Ensure compliance with regulatory requirements and operational systems, policies and processes of Meri Toksave, the ACNC and Office of Fair Trading;
- Report on and be proactive about managing and mitigating any operational risks;
- Oversee and support the Programs Manager, Administration Manager, and Communications Manager in their team portfolios of work;
- Build strong and robust partnerships across the Pacific region and the gender sector;
- Develop new internal processes, governance structures, and organisational policies;
- Contribute to the strategic direction and organisational development of Meri Toksave;
- Coordinate our operations and work in Brisbane, PNG and the Pacific region;

Who we are looking for

- An experienced project manager and team leader;
- Past personal or professional experience in Papua New Guinea or the Pacific Islands;
- 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 as a manager and leader;
- Collaborate with like-minded young people;
- Increased job readiness and employability for a career in development and human rights;

Position Description



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- Transform a small, pioneering organisation;
 - Learning and development opportunities.
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General conditions

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