



Position Description

Programs Manager – Meri Toksave

Reports to	Director of Operations
Availability	6 hours a week for at least 12 months
Location	Ideally Port Moresby, PNG or 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 Programs Manager you will design and deliver pioneering initiatives at the intersection of gender justice and youth empowerment. You will plan and coordinate our programs and develop strong and robust local partnerships in Papua New Guinea and the Pacific region to ensure we are sustainable, ethical, meaningful, and impactful in advancing gender equality. One proposed program is the Young Oceania Gender Equality Think-Tank to provide a platform for leadership development and gender equality analysis and advocacy for young women and young men across the Pacific Islands.

This is an unprecedented opportunity to uniquely shape and transform our organisation as we seek to diversify of work and develop new programs, expand our partnerships and stakeholder engagement, and build a new and passionate programs team.

Role responsibilities

- Design and deliver pioneering youth-led gender-sensitive programs for gender equality and women's rights including the Young Oceania Gender Equality Think-Tank program;
- Oversee monitoring and evaluation to ensure sustainable, ethical, impactful programs;
- Build strong and robust partnerships across the Pacific region and the gender sector;
- Ensure compliance with program operational systems, policies and business processes;
- Mitigate and report on operational risks;
- Provide high standard program updates, reports and outcomes for the Executive Team;
- Lead and support a team of 2 Programs Officer;
- Contribute to the strategic direction and organisational development of Meri Toksave;

Who we are looking for

- An experienced project manager and team leader;
- Past personal or professional experience in PNG or the Pacific (desirable);
- 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 program management, impact assessments, and policy advocacy;
- Collaborate with like-minded young people;

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- Increased job readiness and employability for a career in development and human rights;
 - 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.
