



# Position Description

## Programs Officer – Meri Toksave

<b>Reports to</b>	Programs Manager
<b>Availability</b>	4 hours a week for at least 12 months
<b>Location</b>	Ideally in Port Moresby, PNG or Brisbane, AUS Elsewhere in Australia or the Pacific will be considered

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

#### Role purpose

As Programs Officer you will support the design and delivery of pioneering initiatives at the intersection of gender justice and youth empowerment. You will help plan and develop our programs and support strong and robust local partnerships in Papua New Guinea 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 across the Pacific.

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;
- Conduct 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;
- Formulate high standard program updates and impact reports for the Executive Team;
- Support the Programs Manager in program innovation and organisational development.

#### Who we are looking for

- An experienced project officer with a track record of developing programs;
- 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 and supporting 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;
- 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](mailto: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](http://www.meritoksave.org). For more information about this position, contact our Deputy Director Tasman Bain at [t.bain@meritoksave.org](mailto: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.

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