



Position Description

Strategy and Policy Coordinator – Meri Toksave

Reports to	Executive Director and Deputy Executive Director
Availability	4 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 Strategy and Policy Coordinator you will support our Leadership Team in focusing on strategic policy and advocacy priorities and be our chief policy analyst to guide Meri Toksave into the future. You will work across our teams to develop a raft of policy positions on gender justice in the Pacific region and build the strategic, research and analytical capability of Meri Toksave.

You will seek to unpick contemporary and emerging policy challenges in gender equality in the Pacific region – such as climate change, global commercial supply chains, social impact and innovations, aid and investment by global and regional powers – to ensure the strategic positioning of Meri Toksave. You will also develop focused, evidence-based policy recommendations for all levels of governments and international organisations to advance gender justice in the region.

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 team across the Pacific region.

Role responsibilities

- Advise the Leadership Team on strategic policy and advocacy priorities;
- Develop policy papers, reports, and briefings on relevant, emerging challenges and opportunities for the advancement of gender equality in the Pacific region;
- Liaise with leading researchers, universities, analysts and think-tanks in the region;
- 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;
- Contribute to the strategic direction and organisational development of Meri Toksave;

Who we are looking for

- An experienced strategist, policy analyst, and or advocate;
- Past personal or professional experience in PNG and or the Pacific (desirable);
- Demonstrated experience 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.
