



## POSITION VACANT: POLICY & ADVOCACY OFFICER

Transparency International PNG (TIPNG) is a non-government organization dedicated to fighting corruption in PNG and promoting transparency, honesty and accountability in public and private dealings.

TIPNG is looking for suitable applicants to fill this new and exciting position of a **POLICY & ADVOCACY OFFICER**

The Policy & Advocacy Officer will work with the Policy & Advocacy Team

### **Responsibilities**

Under the direct supervision of the Policy & Advocacy Manager, the individual will:

- Assist with logistics, preparation and administration for donor activities
- Prepare reports for the Policy & Advocacy Team
- Document Control
- Assist with stakeholder engagement and maintain a database registry
- Carry out desktop research

### **Qualification, Experience and Skills**

- Must have a tertiary qualification in Politics, Economics, Journalism or similar
- 2-3 years of experience in a similar role
- Must demonstrate an ability to do effective analysis that has resulted in real-world change
- Must possess a keen understanding of national and regional socio-economic trends
- Must demonstrate the ability to contextualize and display information, both analogue and digital
- Preferable that applicant has a driver's license.

Applications must include 3 referees with reliable telephone number and/or email address. Send applications to:

The Executive Director  
Transparency International PNG Inc.  
P O Box 591, Port Moresby, NCD

Applications can be dropped off at the TIPNG office - Section 31 Lot 54 Lokua Avenue Boroko  
Email to: [offmantipng@gmail.com](mailto:offmantipng@gmail.com)

For more information, call Tel: 323 7517

**Applications close on Monday 4<sup>th</sup> June 2018**