



Transparency International PNG (TIPNG) is a non-government organization dedicated to working with partners in government, industry and citizens in Papua New Guinea to promote transparency, honesty and accountability in public and private dealings.

LOOKING TO RECRUIT PERMANENT POSITION

COORDINATOR – CIVIC EDUCATION

TIPNG is calling for suitable candidates to fill in the position of a Civic Education Coordinator. The Civic Education Coordinator is responsible for planning and overseeing all civic and voter education activities.

The person we are looking for must have:

- A minimum of a Bachelor's Degree in Education, Political Science or other qualifications relevant to civic education work
- Minimum 2 years' experience in fields relevant to civic education work
- 2 years' experience with Project Management and financial skills in either private or NGO sector
- Competent in Microsoft Office programs
- Experience (and ideally be certified) conducting trainings with different sectors in the community
- Ability to both advise and work under the direction of the Executive Director

Responsibilities

The duties of the Coordinator include:

- Develop, Plan and Organize overall Civic Education Plan for TIPNG
- Finalisation of all civic education material for Curriculum Development
- Train teachers on the use of Civic Education Material
- Conduct piloting of School Based Civic Education (SBCE) materials in schools
- Run Ethics Trainings for organizations, including and not limited to, the Police, State Agencies, Churches and Civil Society
- Develop a Voter Education Plan for TIPNG and implement
- Track project expenditures and monitor project progress
- Timely reporting to relevant stakeholders

Applications must include 3 referees with reliable telephone number and/or email address.

LOOKING TO RECRUIT SHORT TERM CONSULTANTS

TIPNG is seeking three (3) consultants able to work independently for short-term contract work from April-May 2019 based in Port Moresby.

1. Media Trend Analysis & Report

Roles and Responsibilities

4 week contract to do a Media Trend Analysis on governance issues, deliverables are:

- Data collection
- Data analysis
- Graphic presentation of data
- Narrative report on data

Skills Required:

- Must have a strong background in research and academic writing
- Must have a demonstrable understanding of Media and Governance

issues in PNG

- Must have professional-level understanding of both Microsoft Word and Excel
- Should preferably have an understanding of the work of TIPNG
- Should preferably have their own resources to conduct research online

2. Freedom of Information Survey Analysis & Report

Roles and Responsibilities

4 weeks contract to do a write-up using data collected from a survey conducted on 18 state agencies, deliverables are:

- data analysis
- graphic presentation of data
- narrative report on data

Skills Required:

- Must have a strong background in research and academic writing
- Must have a demonstrable understanding of Governance issues in Papua New Guinea
- Must have professional-level understanding of both Microsoft Word and Excel
- Should preferably have an understanding of the work of TIPNG
- Should preferably have their own resources to carry out responsibilities

3. Website Development – Tracker & Sections

Roles and Responsibilities

4 week contract to develop TIPNG website, deliverables are:

- data compilation
- graphical presentation of data
- development of website tab

Skills Required:

- Must have professional-level understanding of WordPress
- Must have demonstrable experience in creating and maintaining websites
- Must have professional-level understanding of both Microsoft Word and Excel
- Should have a demonstrable understanding of Media and Governance issues in PNG
- Should preferably have an understanding of the work of TIPNG

Expected Period of Employment: 29th April – 24th May 2019

HOW TO APPLY

Please post applications for **Short Term Consultants**, specifying which of the three (3) contracts you are submitting. Application must have cover letter (covering how applicant meets advertised requirements) and most recent CV to **TIPNG, PO Box 591, Port Moresby, NCD**. Applications can also be dropped off at the TIPNG Office, Section 54, Lot 31, Lokua Avenue Boroko or to info@transparencypng.org.pg via email.

Applications close on Friday 19th April 2019