



## Promoting Anti-Corruption & Integrity Strategies (PAIS) – Project Coordinator

Transparency International PNG (TIPNG) is a non-government organization dedicated to empowering people to take action against corruption. TIPNG is an equal opportunity employer who promotes respect in the work place. We take pride in also offering the following:

- A fun & exciting work environment with the opportunity to contribute to positive societal change
- Training & development for our employees
- Exposure to local, regional & international networks
- A competitive salary to attract the right person
- Access to supportive coaches and mentors

We are embarking on a new and exciting project to systematically strengthen the integrity of national institutions through research, partnership and advocacy for better anti-corruption strategies. We are recruiting suitably qualified individuals to fill the following role:

### PROJECT COORDINATOR

The Project Coordinator will work under the supervision of the Deputy Director – Policy & Advocacy and ensure the efficient and effective running of the project.

### Specific Responsibilities

Reporting to the Deputy Director – Policy & Advocacy, the Project Coordinator shall:

1. Coordinate project funds and reporting while implementing the project
2. Supervise Consultant engaged to do a National Integrity Systems Assessment (NISA)
3. Coordinate stakeholder meetings with key Government Agencies for the NISA
4. Organise and deliver a National Anti-Corruption Summit
5. Lead the PAIS Team within TIPNG

### Key Qualifications and Skills:

- Must have an academic background in either political science, public policy, economics, project management and/or related fields.
- Must have at least three (2) years of successful project management experience, ideally in the development-sector
- Must have excellent English language report writing skills
- Must have competency in using MS Office Suite
- Should possess the ability to multitask and engage with stakeholders
- Should have experience facilitating group trainings/workshops
- Should possess excellent organisational, information management & communication skills
- Should be a highly motivated self-starter who can work well under pressure of competing deadlines.
- Should have concern and interest in anti-corruption and democracy issues.
- Be a team player

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

For more information, call Tel: 3234917 or 3237517 or email: [info@transparencypng.org.pg](mailto:info@transparencypng.org.pg)

Applications close at 5:00pm on Monday 18<sup>th</sup> May 2020