



POSITION VACANT: POLICY 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 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 looking for suitable applicants to fill this new and exciting position as **POLICY OFFICER**

The Policy Officer will work with the Policy & Advocacy Team to drive policy, advocacy and research, across the organization.

Generic Responsibilities

1. Ensure adherence to TIPNG policies and guidelines
2. Prepare and develop reports as required by management
3. Ensure proper filing of documents - online and offline
4. Live and breathe the values of TIPNG within and outside of the organization and throughout all work carried out on behalf of the organization
5. Actively seek Membership for TIPNG amongst Communications stakeholders

Specific Responsibilities

- 1. Policy & Legislative research and review**
 - Review and analyse policy and legislative documents of interest to TIPNG's mandate, both proposed and existing
 - Produce policy and legislative briefs from analysis to inform TIPNG's advocacy campaigns
 - Produce initial draft and final reports on policy and legislative submissions
 - Keep up to date with progress of high level governance policy and legislation developments or reviews

2. Develop publications and other information materials required from the Policy & Advocacy Team

- Review national governance issues and update TIPNG Positions on them (50 cases, Lest we Forget and others)
- Develop information materials from the policy and advocacy team

Requirements

- Must demonstrate an ability to do effective analysis that has resulted in change
- Must possess a keen understanding of national, and regional socio-economic trends
- Must demonstrate the ability to contextualise and display information, both analogue and digital
- Must have a tertiary qualification in Politics, Economics, Journalism or similar
- 2-3 years of experience in a similar role
- Excellent analytical, writing, editing, communication and project management skills
- An ability to multitask and perform under tight deadlines
- Strong verbal and written communication skills
- Willingness to work with a not-for-profit organization
- Espouse in the values of TIPNG.

APPLICATION CLOSE: Monday 14th September 2020

Applications must include:

- A CV no longer than 3 pages
- A Letter of Application
- 3 most relevant certificates
- A list of 3 referees with reliable telephone number and/or email address.

Send applications to:

Chief Executive Officer

Transparency International PNG Inc.

P O Box 591, Port Moresby, NCD

Applications can be dropped off at the TIPNG office: Section 54, Lot 31, Lokua Avenue, Boroko

For more information, call Tel: 3234917 or 3237517 or email: info@transparencypng.org.pg