



## [RECRUITMENT] COALITION ENGAGEMENT COORDINATOR

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 **COALITION ENGAGEMENT COORDINATOR**

The Coalition Engagement Coordinator (CEC) will embark on an exciting new project to restart the Community Coalition Against Corruption (CCAC) and work in the Coalition and Multi-stakeholder initiative space. The CEC will work closely with the Deputy Director – Partnerships & Policy to ensure consistency and quality across all our external engagement partnerships.

### 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. Build Coalition Membership Base**
  - Recruit and maintain a diverse coalition membership with national and sub-national partners
  - Consolidate and build relationships with the existing and new members of CCAC founded on mutual agenda.
  - Facilitate and maintain the participation of all CCAC Members
- 2. Form CCAC Secretariat in an autonomous, self-reliant and responsive body to effectively mobilize CCAC members**
  - Formation of Memorandum of Agreement to support CCAC
  - Establish Advisory Committee and relevant Sub-Committees
  - Update Manual for Coalition operations & practices
- 3. Represent the Coalition**
  - Represent coalition through professional association locally, provincially and nationally
  - Report and present coalition progress and program findings through publications and presentations at national meetings/ conferences where required
  - Represent the Coalition at various multisectoral platforms including, PNG Extractive Industries Transparency Initiative, Open Government Partnership and PNG Resource Governance Coalition.

- Work closely with Deputy Director – Partnerships & Policy to implement Stakeholder Engagement Plan
- Document findings and progress of programs and activities in written quarterly reports to TIPNG, other funding agencies and coalition members

#### **4. Coalition Engagement Activities**

- Assist coalition members in conducting annual strategic planning and guide coalition to develop a comprehensive action plan based on needs- assessment and strategic planning
- Develop and implement monitoring & evaluation methods for activities: data collection methods, tools and evaluation measures for coalition activities
- Coordinate and facilitate coalition meetings and communicate effectively with members to promote collaboration, negotiation and problem solving
- Plan, coordinate, and conduct educational and training activities. Develop training, reference materials, and workshops for coalition and community members and coalition activities
- Continually maintain and develop content for the coalition website (section on TIPNG website)
- Collaborate and work closely with the various government authorities and community-based organizations to promote the coalition’s mission and goals
- Direct and assist coalition to develop legislative action that promotes the coalition mission by developing position statements; reviewing and recommending endorsements of policies, and advocating for policies/ legislation at national levels
- Provide position papers on issues to members
- Document findings and progress of programs and activities in written quarterly reports to TIPNG, other funding agencies and coalition members

#### **Key competencies include:**

- Tertiary qualification in relevant discipline
- Promotion of Accountability and Results-based Management
- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating teamwork
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others
- Informed and transparent decision making

APPLICATION CLOSE: Friday 18 December 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](mailto:info@transparencypng.org.pg)