



RECRUITMENT: PROGRAM LEAD – ANTI-CORRUPTION HELP DESK

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 the following position:

Program Lead – Anti-Corruption Help Desk

Duration: June 2021 – June 2023

Reporting to: Chief Executive Officer

The Anti-Corruption Help Desk (AnCoHD) deals with corruption related complaints by providing legal advice and assistance to victims and witnesses of corruption. Two of the essential services offered by the AnCoHD are legal assistance and access to information to the disadvantaged communities to allow them an opportunity to speak out and act against corruption.

Generic Responsibilities

1. 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 organisation and throughout all work carried out on behalf of the organisation
5. Actively seek Membership for TIPNG amongst stakeholders

Specific Responsibilities

1. Specific Responsibilities – Coordinate all aspects of TIPNG’s AnCoHD Programme:
 - Develop, and Implement an overall AnCoHD work plan
 - Monitor, assess and manage any risks and keep the Leadership team updated of this
 - Provide Programme Reports to Management, Board and Donors when required
2. Client Support – Provide AnCoHD client services to victims or witnesses of corruption;
 - Be primary contact in TIPNG to liaise with corruption complainants who wish to be AnCoHD clients
 - Demonstrate and maintain professionalism in all encounters with clients and ensure all client meetings are scheduled and documented
 - Assess and maintain appropriate confidentiality of clients and their respective complaints
 - Evaluate corruption complaints and seek resolution for clients
 - Collect and record feedback from clients on AnCoHD service provided
3. Case Management – Use the AnCoHD Online Case Management System to maintain records and provide analysis for AnCoHD
 - Ensure Physical Files are secure and case information is processed
 - On a weekly basis, ensure that case information is uploaded and updated Online
 - Produce statistical and case reports for Board and Leadership Team when requested
 - Provide case briefs for corruption complaints on a weekly basis
4. Advocacy - Develop AnCoHD strategies, including funding and advocacy strategies

- In close consultation with the Communications Team, develop and implement the AnCoHD Promotions & Publicity Plan
 - Design and conduct Legal Aid Clinic outreach and AnCoHD Press Conferences
5. Stakeholder Relationships – Work with external partners to ensure the success of AnCoHD
- Maintain a database of AnCoHD stakeholders
 - Maintain AnCoHD communications and relationships with PNG partners & stakeholders
 - Maintain AnCoHD communications and relationships with non-PNG partners & stakeholders

Qualification, Experience and Skills

1. Must demonstrate a working understanding of the Papua New Guinean Law & Justice sector
 2. Tertiary-level qualification in Political Science, Public Policy Management, Communications or similar preferred
 3. Preferably have at least 3 years of successful project management and financial skills in either private or NGO sector
 4. Proficient in full Microsoft Office suite of applications
 5. Demonstrated ability to maintain confidentiality of sensitive information and other related matters
 6. Proven experience in handling clients with professionalism, sensitivity and confidentiality
 7. Excellent written, verbal and listening skills
 8. A keen team player with multitasking ability
- Intuitive problem solver with excellent organisational skills to achieve results.

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

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

Applications can be emailed to info@transparencypng.org.pg or dropped off at the TIPNG office: Sec 54, Lot 31, Lokua Avenue, Boroko

For more information, call Tel: 3234917/7517.

Applications close on: Monday 21st June 2021