



## **AUSTRALIAN LUTHERAN WORLD SERVICE**

### **Job Description for the full-time position of PNG PROGRAM PARTNERSHIP-ACCOMPANIMENT OFFICER**

#### **Job Purpose**

The Papua New Guinea (PNG) Program Partnership-Accompaniment Officer is responsible for managing the fulfilment of the contractual requirements of the Papua New Guinea Church Partnership Program (CPP) Grant Agreement between Australian Lutheran World Service (ALWS) and DFAT through its contractor Abt Associates, and the corresponding contractual requirements contained in the Letter of Agreement between ALWS and its partner, the Evangelical Lutheran Church of Papua New Guinea to contribute to the achievement of the stated outcomes of the CPP and to meet the associated priority objectives for ELCPNG.

In addition, the PNG Program Partnership-Accompaniment Officer is responsible for supporting a planned localization of the management of the ELCPNG-CPP; participating in Church Agencies Network Disasters Operation (CAN-DO)- related initiatives including Emergency Response and Disaster Risk Reduction Mitigation planning meetings and workshops, consortium projects design, monitoring and evaluation processes and emergency responses in PNG; carrying out specific activities as a member of the ALWS Programs team.

#### **Job Context**

The Australian Government-funded CPP is a development partnership led by the seven mainline churches in Papua New Guinea. Each of the seven partnerships (seven PNG churches and their counterpart churches in Australia represented by their NGOs) that make up the CPP is governed by a Grant Agreement between Abt Associates<sup>1</sup> on behalf of the Department of Foreign Affairs and Trade (DFAT) and the Australian NGO partner of each PNG church. ELCPNG has a corresponding Letter of Agreement with ALWS. The funding is used to support the ELCPNG-ALWS Partner Activity Plan (PAP) which is developed to contribute to the achievement of the CPP's Goal and Outcomes. The management of ELCPNG CPP is currently carried out by a small team of five staff located in the CPP Office at Ampo, the headquarters of the ELCPNG in Lae, led by the CPP Coordinator, working in close collaboration with the church leadership and departmental heads at national and district levels, and provincial and local level governments. ALWS, as the holder of the Grant Agreement with DFAT has overall management responsibility. A new design of the CCP program which aims to achieve a greater localisation of grant management by the churches subject to them meeting DFAT's criteria for direct funding is currently underway.

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<sup>1</sup>Abt Associates in the managing contractor for DFAT's Decentralisation and Citizenship Participation Partnership.

CANDO, comprising the seven CPP church partners, is a partner in the AHP Disaster READY program in PNG, together with CARE, PLAN and World Vision. The CANDO Disaster READY PNG sub-design and the AHP Country Plan provide direction for CPP DRR Collective Work and the DRR work in partner churches.

The ALWS Programs team comprises a Program Director and four Program Officers supporting programs implemented by partners in sub-Saharan Africa and SE Asia.

### **Reporting/Working Relationships**

The PNG Program Partnership-Accompaniment Officer works as part of the ALWS Programs Team and is responsible to the ALWS Program Director.

The PNG Program Partnership-Accompaniment Officer has supervisory responsibilities for the CPP Coordinator, based in Lae, and through the Coordinator has working relationships with the other members of the CPP team.

The PNG Program Partnership-Accompaniment Officer will be expected to maintain relationships with Abt Associates, based in Port Moresby, the ELCPNG church leadership and department heads, the network of CPP partners (PNG churches and their partner Australian NGOs), and to participate in meetings/events convened by these groups as required.

### **Special Conditions**

The position is based in Albury, but it may be possible for the post-holder to work from a home office in a different location with regular travels to Albury.

This position requires capacity to travel overseas, including to PNG regularly (at least once every quarter for a minimum of 2 weeks each) throughout the year (subject to Covid-19 travel restrictions and safety measures). Since 2020, travel to PNG has not been possible, all communication has been via Zoom, skype, email and phone. ALWS uses Microsoft teams.

Due to changes in staffing and priorities across ALWS and the Programs Team, this role may later include responsibility for an additional country program and/or policy area. Review of the role will take place after 6 months to determine what these additional responsibilities will be, and how they will be transitioned into the role. Applicants can seek further clarification if they have questions related to this.

### **Duties**

1. To fulfil, in close collaboration with ELCPNG-CPP staff, contractual requirements of the CPP Grant Agreement between ALWS and DFAT and the Letter of Agreement between ALWS and ELCPNG for the ELCPNG-CPP Program in a timely way and to quality standards. This includes:
  - a) Overseeing the partnership between ALWS and ELCPNG -CPP Office through regular communication and coordination with the CPP Coordinator and other staff.
  - b) Giving guidance and technical support to ELCPNG-CPP staff in the design and implementation of DFAT-funded activities.
  - c) Giving guidance and technical support to ELCPNG-CPP staff in the monitoring and evaluation of DFAT-funded activities, including through the collaborative development of annual monitoring plans, the design of evaluations, and their implementation and documentation.
  - d) Guiding and supporting the ELCPNG-CPP team to prepare regular program reports to DFAT, along with unscheduled provision of statistics and materials to DFAT.

- e) Supporting the ELCPNG Coordinator to ensure compliance of ELCPNG-CPP with ALWS and DFAT policies
  - f) Maintaining overall responsibility for financial operations of ELCPNG-CPP, including through the development of program budgets, monitoring of expenditure, development and implementation of financial management processes and fraud reduction controls.
  - g) Ensuring financial procedures are carried out by ELCPNG-CPP staff in line with CPP financial management policies and DFAT regulations, through regular monitoring of financial records, organizing annual audits, developing financial management improvement plans in response to audit recommendations and overseeing implementation of financial management improvement plans.
  - h) Reporting and investigating actual and suspected incidents of fraud.
  - i) Supervising the ELCPNG-CPP Coordinator, through regular appraisals, coaching and mentoring, collaboratively developing task lists and ensuring completion of same.
  - j) Supporting the ELCPNG Coordinator to oversee the ELCPNG-CPP Coordinator's management of CPP staff, including development and training appraisals, salary reviews, monitoring work activities, disciplinary action.
  - k) Supporting the ELCPNG Coordinator to oversee the compliance of ELCPNG-CPP's human resource management policy and procedures with GoPNG provisions relating to staff leave and entitlements, providing training and developing systems relating to same.
  - l) Supporting the ELCPNG Coordinator to oversee the compliance of ELCPNG-CPP with GoPNG provisions relating to taxation and law, developing systems, and providing direction to staff relating to same.
2. Within the parameters of whole of CPP aspirations/plans for localization, and in accordance with DFAT-specified criteria, to support the localization of the management of the Evangelical Lutheran Church of PNG (ELCPNG) Church Partnership Program. This includes:
- a) Facilitating all aspects of planning for the transition in the coming new Phase of the CPP and beyond, including joint initiatives, program planning and implementation.
  - b) Supporting ELCPNG-CPP to identify areas for strengthening including policies, procedures and processes and ensure support is provided to address these areas.
  - c) Supporting ELCPNG-CPP to progressively deepen its direct engagement with DFAT on the Program Management.
  - d) Actively coaching and mentoring ELCPNG-CPP staff and provide training to support their continued professional development.
3. Continue to strengthen and maintain relationships on which the CPP has been built, and without which it cannot operate effectively. This includes:
- a) Coordinating and liaising, in conjunction with the CPP Coordinator, with the Bishop and Secretary of the Church and the ELCPNG Departments, and Lutheran Overseas Partner Churches Project Office.
  - b) Facilitating cooperation with other Lutheran-related funding partners in PNG, where appropriate.
  - c) Collaborating and networking with Australian NGO Partners & DFAT and, where appropriate (with the CPP Coordinator) the Government of PNG & PNG CPP partners.
  - d) Participating in and leading scheduled CPP meetings (PNG & Australia).
4. To participate in Church Agencies Network Disasters Operation (CAN-DO)- related initiatives including Emergency Response and Disaster Risk Reduction Mitigation planning meetings and workshops, consortium projects design, monitoring and evaluation processes and emergency responses in PNG.

5. To contribute to the development of ALWS policies, principles, and systems, monitor their implementation and support the application of national and international standards to which ALWS has committed itself, including the ACFID Code of Conduct. This also includes providing capacity building for our partners in policy implementation and the application of standards.
6. To provide technical support to ALWS staff and partners in assigned policy areas, develop plans for building capacity of partners and networks to implement these policies and best practice, review these ALWS policies on an annual basis to ensure compliance with best standards, and submitting amendments (where necessary) for approval by the Board through the ALWS Program Director.
7. To fulfill the ALWS M&E Plan and maintain the ALWS Program Effectiveness Framework (PEF) for PNG.
8. To contribute to desk-based research of expert material to inform program development, policy and practice.
9. To perform such duties as may be assigned by the ALWS Program Director from time to time.