# Australian Lutheran World Service

## SELECTION CRITERIA

**For**

**PROGRAM PARTNERSHIP-ACCOMPANIMENT OFFICER – PNG**

The applicant should address the following criteria in a cover letter and be prepared to demonstrate their qualifications and experience at a subsequent interview.

The application should include a copy of the following:

* CV and qualification certificates.
* Cover letter with synopsis of experience related to the selection criteria.
* Names and contact information of three referees.
1. **Qualifications**

The Program Partnership-Accompaniment Officer will have a university degree, preferably in Development Studies, or an associated discipline.

1. **Values & Principles**

The Program Partnership-Accompaniment Officer will have a willingness to work within an organisational environment underpinned by strong values on Christian social responsibility in an uneven world and acquit themselves in a manner consistent with them. S/he will be able to speak to these values and principles when necessary.

ALWS personnel are required to undertake a robust screening process, regular Criminal Record Checks and sign and abide by the ALWS Code of Conduct (accessible on the ALWS website) and safeguarding policies.

1. **Management Ability and Experience**

The Program Partnership-Accompaniment Officer will have appropriate ability, demonstrated experience or clear potential in the following areas:

* Program Management & Partnership Accompaniment
* At least 5 years’ experience coordinating international aid and development programs and partnerships, including time spent living and working overseas preferably in the Pacific.
* Analytical skills to contribute to the design, monitoring, review and evaluation processes related to the PNG Program.
* Experience in developing, implementing and reporting internally and externally on operational & strategic plans, and supporting partners to do so.
* Practical experience accompanying and developing the capacity and building sustainability of local organisations in aid and development context.
* Demonstrated experience of working towards gender equality, disability and social inclusion within organisations/communities in development contexts, preferably in PNG or the Pacific Islands.
* Demonstrated coordination skills, which will be required in liaising with other ALWS program staff & partners in Australia and Overseas.
* An ability to supervise and support staff in PNG, one staff reports to the position.

- Good written and oral communication skills that ensure timely and accurate information about the programs for dissemination across the organisation.

* An ability to understand and meet the requirements for full accreditation with DFAT & obligations under the sector Code of Conduct, as well as knowledge of DFAT’s aid program in PNG and CORE Humanitarian Standards on Quality and Accountability.
* Strong writing and research skills to prepare high quality submissions and reports to DFAT.
* He/she should be proficient with Microsoft Office Application and a range of virtual meeting applications.
* Organsational Capacity
* Good management skills to assist in the maintenance, update and application of the organisational systems and ALWS policies to ensure they meet appropriate professional standards, and to support partners to do the same.
1. **Relationship development & networking**

Program Partnership-Accompaniment Officer will have the ability to undertake the tasks outlined in the Job Description including:

* Experience of working within faith-based contexts / understanding of the characteristics of churches as development actors and of working with churches as partners.
* Excellent interpersonal and communication skills and be able to socialise and converse with people from varying social levels and national and cultural backgrounds.
* An ability to interact with and effectively communicate with our partners, DFAT, ACFID and program staff in other Australian church aid agencies.
* Skilled virtual communicator and adept at working independently as well as part of a team.
* Capacity to travel locally for meetings and workshops.
* Capacity to travel overseas, including to PNG regularly (potentially every quarter for a minimum of 2 weeks each) throughout the year (subject to Covid-19 travel restrictions and safety measures)
* Tok Pisin language skill a plus.