



JOB VACANCY NOTICE

Job Title: Senior Program Officer

Job Purpose

The Evangelical Lutheran Church of Papua New Guinea (ELCPNG) Church Partnership Program (CPP) Senior Program Officer is responsible for supporting ELCPNG staff to plan, implement, monitor and evaluate projects and activities carried out under the CPP, under the leadership of the ELCPNG and in partnership with the Australian Lutheran World Service (ALWS). The role includes being the ELCPNG CPP focal point for gender equality, disability and social inclusion (GEDSI).

Job Context

The CPP is currently transitioning into Phase 2 of CPP Phase 4, running from July 2026 to December 2029. The CPP involves seven mainline churches in PNG and their Australian NGO partners and is part of the broader Building Community Engagement in PNG (BCEP) Program funded by the Australian Government. DT Global manages the BCEP on behalf of the Australian Department of Foreign Affairs and Trade (DFAT).

An Agreement between DT Global and ALWS and a corresponding Agreement between ALWS and ELCPNG govern the funding and terms and conditions for the implementation of the approved ELCPNG CPP Strategic Plan 2026-29. This Strategic Plan is aligned to the ELCPNG Vision 2030 Strategic Plan and the CPP Phase 4 Program Design. The ELCPNG CPP Goal is: "Improved holistic (integral) human development in marginalised and vulnerable families and communities through improved delivery of public services and goods".

The Senior Program Officer is a member of a small team in the ELCPNG CPP Office at Ampo, the headquarters of the ELCPNG in Lae, Morobe. The ELCPNG CPP Office is part of ELCPNG's Support Services Department. The ALWS Program Coordinator for PNG works closely with the ELCPNG Church Secretary and provides day-to-day accompaniment support to the ELCPNG CPP team.

The Senior Program Officer is required to understand ELCPNG's beliefs, values and approaches to working with communities and to develop a good working knowledge of ELCPNG's structure and operations.

Reporting/Working Relationships

The Senior Program Officer reports to the CPP Coordinator and works in close collaboration with the ALWS Program Coordinator for PNG. The performance appraisal of the Senior Program Officer is to be carried out by the ELCPNG CPP Coordinator with input from ALWS.

The Senior Program Officer is responsible for the direct supervision of the ELCPNG CPP Program Officer.

Internally, the Senior Program Officer works closely with the other ELCPNG CPP team members and engages with the Office of the Church Secretary and the various ELCPNG Departments and Divisions as required.

Externally, the Senior Program Officer works closely with BCEP team members and coordinates closely with other CPP partner agencies and other organisations as required. The Senior Program Officer participates in relevant CPP meetings and workshops organised by the BCEP, including GEDSI Working Groups.

Statement of Key Accountabilities and Associated Performance Indicators

Key Accountabilities	Performance Indicators
<p>1. Supporting the planning, implementation, monitoring and evaluation of ELCPNG CPP strategic and annual plans and budgets and associated reporting.</p>	Engagement with and support for relevant ELCPNG staff in relation to CPP planning, implementation, monitoring and evaluation, including reporting.
	Annual plans, workplans and associated budgets aligned to the ELCPNG CPP Strategic Plan are prepared in the formats required by the BCEP.
	Narrative reports and workplan reports are prepared in the formats required by the BCEP and in line with the ELCPNG CPP Monitoring, Evaluation and Learning (MEL) Plan.
	ELCPNG staff complete activity and budget requests in the formats required by the ELCPNG CPP office, together with all required documentation, and in accordance with ELCPNG CPP policies and procedures.
	CPP-supported activities are aligned to the ELCPNG CPP Strategic Plan and Annual Plans.
	Monitoring visits accompanying ELCPNG staff are planned and implemented.
	ELCPNG staff complete and submit monitoring reports and activity reports in formats required by the ELCPNG CPP office, and these are used in the compilation of narrative and workplan reports.
	Minutes of meetings prepared and distributed within one week of the meeting being held.
	Effective communication is maintained with the ELCPNG CPP Coordinator and ALWS Program Coordinator and information provided to enable timely submission of plans, workplans, budgets, and reports.
<p>2. The provision of technical inputs and support for GEDSI, including safeguarding.</p>	Engagement with ELCPNG CPP staff and other relevant ELCPNG staff in relation to GEDSI, including support for capacity strengthening for GEDSI.
	ELCPNG staff are briefed about and helped to understand ELCPNG CPP standards, policies and procedures in relation to GEDSI, including child protection and safeguarding.
	The ELCPNG CPP GEDSI Action Plan is periodically reviewed and further developed in consultation with relevant ELCPNG staff.

	For each CPP-supported activity, ELCPNG staff complete a Child Protection Screening and Checklist and Risk Assessment Matrix and attach these to the Activity Request form.
3. The provision of assistance to ELCPNG with CPP activity implementation as required	ToRs and contracts are prepared for relevant consultancies.
	Payments are made to service providers and suppliers.
	Goods are transported to recipients.
	For each activity, any cash advance acquittals and transport reimbursements for activity participants are completed accurately and on time through maintaining communication with the ELCPNG staff responsible for these.
4. The maintenance of organised files.	Hard copy documentation related to each CPP activity is kept in an individual activity file, coded according to the activity codes in the annual plans and budgets.
	Soft copies of all documents are organised in labelled files on the ELCPNG CPP Office shared drive, and the Senior Program Officer's computer.
5. Participation in relevant CPP/BCEP meetings and workshops, including GEDSI-related meetings.	ELCPNG's perspective is represented and considered during the discussions.
	Minutes and handouts from the meetings and workshops are shared with the ELCPNG CPP team and other relevant stakeholders.
	Assigned action items from meetings and workshops are carried out according to the deadlines.
6. The supervision of the ELCPNG CPP Program Officer.	The Program Officer receives ongoing supervision and support to fulfil the accountabilities of their position.
7. Supporting the development of and compliance with policies and procedures.	Assisting with the periodic review and updates of policies and procedures, especially those related to GEDSI.
	Induction and training provided for all ELCPNG CPP staff on GEDSI policies and procedures.
	Support provided to ELCPNG CPP personnel in communicating relevant policies and procedures to ELCPNG staff involved in the CPP. This includes, but is not limited to, the Code of Conduct and policies and procedures for financial management, fraud prevention, anti-terrorism financing, child protection, child safeguarding, and the prevention of sexual exploitation, abuse and harassment (PSEAH).
8. The maintenance of confidentiality and professional integrity.	Code of Conduct is signed and maintained in all activities and behaviours.
9. The performance of other tasks as assigned by the ELCPNG CPP Coordinator.	Such tasks are satisfactorily carried out and recorded in the performance appraisal process.

A flexible approach to working hours and the taking of annual leave is essential with some out-of-hours work required. Professional development opportunities are available in accordance with budgetary provisions.

Person Specification: Key selection criteria

1. Demonstrated commitment to serve the Church.
2. A tertiary qualification in community development, social sciences, or equivalent.
3. At least five years' work experience in community development or related field in an NGO or government sector in PNG.
4. Demonstrated work experience relating to gender equality, disability and social inclusion (GEDSI), gender-based violence (GBV), sorcery accusation related violence (SARV) and Peacebuilding.
5. Demonstrated experience of program design, monitoring, evaluation and learning processes.
6. Knowledge of relevant Government of PNG development plans, policies and structures at different levels of government.
7. Experience of supervising staff.
8. Proven communication, consultation and report writing skills.
9. Demonstrated understanding of donor-funded program implementation and reporting requirements.
10. Demonstrated proficiency in the use of Microsoft Office programs, email and internet.
11. Excellent written and spoken English and Tok Pisin.
12. Able to travel to remote and rural areas.