

The Voice Inc. Program Officer: Coalitions Terms of Reference.	ID No:
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Position	Program Officer : Coalitions
Reporting to	Coalitions Manager
Location	Port Moresby, The Voice Inc (TVI) Head Quarters
Objective	The Program Officer: Coalitions will support the implementation of TVI's work in building and sustaining coalitions and collective action initiatives.
Key Responsibilities	<p>The Program Officer: Coalitions will perform a key role in supporting TVI's collective action support and Local Leadership and Collective Action Program (LLCAP).</p> <p>The Officer;</p> <ul style="list-style-type: none"> • Supports and implementation of TVI's strategy for building and sustaining coalitions and collective action initiatives in consultation with relevant stakeholders. • Organises meetings, workshops, and other events to bring together stakeholders and foster collaboration and dialogue • Coordinates logistics related to events, workshops and meetings • Writes letters to support engagement with stakeholders • Monitors existing coalition issues, identifying joint advocacy and lobbying opportunities • Supports coordination & communication with key stakeholders, including government officials, civil society organizations, and community groups. • Works with the TVI communications team to identify and develop communication materials and content related to supporting coalitions • Supports the implementation of TVI's gender equality, disability and social inclusion plan in relation to coalition work • Supports data collection and monitoring of collective action initiatives
Selection Criteria	<ul style="list-style-type: none"> • A qualification in a relevant field such as political science, international development, or public policy. • General understanding of government structure in PNG • Proven experience in organising and facilitating meetings and workshops • Excellent interpersonal and communication skills, with the ability to build and maintain relationships with a wide range of stakeholders. • Strong organizational skills, with the ability to manage multiple priorities and meet deadlines. • Understanding of GEDSI principles • Experience with monitoring, evaluation and learning frameworks and tools
Remuneration	<ul style="list-style-type: none"> • This is a full-time position with a probationary period of three months. • Salary will be commensurate with experience. • The organization offers a competitive package.
Application Process	<p>To apply please email:</p> <ol style="list-style-type: none"> 1. Your Resume. Please include the names of two referees.

2. Response to selection criteria of no more than 2 pages
3. Optional cover letter of no more than 1 page

To: info@thevoicepng.org

Write 'Application for Program Officer: Coalitions' in title.

Deadline for applications is: **Friday 3rd of May, 2024**. For more information call: 7203 2055.