



**Contact** Landline: +675 74593108 Email: [communications@pngbcfw.org](mailto:communications@pngbcfw.org) Website: [www.pngbcfw.org](http://www.pngbcfw.org)

## **POSITION DESCRIPTION**

**Position Title:** Program Manager

**Employment Type:** Full Time

**Location:** Port Moresby

**Reports To:** Executive Director

## **ABOUT THE BUSINESS COALITION FOR WOMEN**

**VISION:** All businesses maximise their economic potential via gender equality.

**MISSION:** To equip businesses with the relevant resources to achieve gender equality.

The Business Coalition for Women (BCFW) was formed in 2014 by a committed group of business leaders in Papua New Guinea, with the support from the International Finance Corporation (IFC), who came together to develop and share solutions to the challenges they face in accessing, retaining, and promoting female talent. Seven years on, with over 60 companies as members, BCFW is the only professional association to exclusively serve the needs and interests of women working in the formal business sector in Papua New Guinea.

BCFW's strategic planning has identified the following Strategic Pillars as being key to achieving its mission:

Pillar 1) To ensure that all workplaces are safe, free of violence and supportive of staff who are survivors of family and sexual violence.

Pillar 2) Catalyse growth, innovation, team performance – develop women leaders in business through training, mentoring, other talent development initiatives.

Pillar 3) Help companies recognise the business value of women in the workforce.

Pillar 4) Stimulate business growth, continuity, loyalty by expanding opportunities for women owned businesses in supply chains, distribution networks.

## **POSITION SUMMARY**

### **Program Manager**

BCFW is a not for profit organisation delivering innovative programs to the private sector. To ensure that we continue to provide quality services to the business community we require a person who will oversee all the programs under Pillars 1,2,3 and 4 and ensure that they align effectively with BCFW's mission and strategic direction.

The role will require a person who is aligned to and passionate about BCFW's direction and mission; has strong leadership capability, is results oriented and outcome driven; provides planning expertise and oversight, monitoring, and reporting of plans implementation; has strong stakeholder management and interpersonal skills; is well organised and has strong project work, is a seasoned people manager; and has extensive workplace experience in the private sector.

### **DUTIES INCLUDE:**

#### **Service Delivery**

1. Lead program and activity development, planning and budgeting; implementation, monitoring, and reporting.
2. Manage, monitor and review spend and resources against plans and risk assessment.



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3. Provide oversight of all programs and ensure programs are being developed, designed and delivered in line with program outcomes
4. Implement programs with programs staff, which includes facilitating education sessions with our member companies
5. Continuous monitoring and evaluation of programs in line with the BCFW Monitoring and Evaluation Framework
6. Reporting – monthly reporting on program progress, donor reporting and reporting to key stakeholders
7. Meet KPI's
8. Undertake general administrative tasks as required.

### **Capacity Building**

9. Identify capacity building needs of the team and identify or develop initiatives to address any gaps.
10. Participate and prepare for staff development meetings.

### **Consultation**

11. Consult and communicate with BCFW member and key stakeholders to ensure service delivery is meeting the needs of our members and to identify gaps or opportunities for growth.
12. Develop and maintain strong working and client-oriented relationships with our members, key stakeholders, and donors.

### **Designing, mapping and coordination**

13. Design program initiatives for each Pillar with clear objectives and outcomes.
14. Map out links and interrelationships between Pillars to ensure deliverables and opportunities for harmonisation are identified and addressed; and that delivery is on time and to a highly professional standard.
15. Contribute to the development of organisational plans, keeping priorities, strategies, policies, and objectives in mind.

### **People management**

16. Facilitate people management / supervision, capacity building and knowledge exchange and support.
17. Ensure strong safeguard measures are incorporated into all programmes and activities.

### **Evaluation and continuous improvement**

18. Monitor and evaluate delivery of program initiatives, including the timely collection and analysis of relevant data, identify improvements and make recommendations to BCFW.
19. Identify and communicate ideas for process improvements and efficiencies.
20. Provide regular feedback regarding relevant issues, efficiencies, trends, gaps, and performance.
21. Facilitate innovation, capacity building and knowledge exchange.
22. Participate in and contribute to team meetings, training and planning activities, service evaluation and quality assurance activities.

### **Reporting**

23. Provide monthly reports to the Executive Director relating to project work plan and key deliverables.
24. Prepare progress report(s) and present as scheduled to Executive Director.



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### **Strategic and operational management**

25. Update and/or develop quality documents and processes relevant to the position.
26. Provide specialist technical advice to stakeholders within the scope of the position.

### **SELECTION CRITERIA**

- Tertiary qualifications related to project management, social science, training, and/or relevant knowledge and experience appropriate to the position.
- At least 3 years demonstrated knowledge, skills and experience in program design, implementation, and management.
- Demonstrated knowledge, skills, and experience of strategies to promote gender equality in the private sector including workplace responses to violence against women, increasing the recruitment and retention of women in the private sector, promoting women to leadership roles and the expansion of opportunities for women in supply chains.
- Demonstrated ability to lead, develop and manage others.
- Demonstrated ability to communicate and engage effectively with a diverse range of stakeholders, including with the private sector.
- Skills in monitoring, analysis, evaluation, and report writing.
- Ability to work autonomously and well-developed organisational skills.
- Knowledge and skills in the use of Microsoft Office.
- Clean Police Check.

### **Desirable**

- Current Drivers Licence.

### **HOW TO APPLY**

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- Your current resume.
- At least 2 referees.
- A letter outlining your knowledge, skills and experience as described above under 'SELECTION CRITERIA' (2 pages maximum).

Please submit your resume and letter addressing the selection criteria to [communications@pngbcfw.org](mailto:communications@pngbcfw.org) by **5pm, COB 11<sup>th</sup> April 2022**.