



Contact Landline: +675 74593108 Email: communications@pngbcfw.org Website: www.pngbcfw.org

POSITION DESCRIPTION

Position Title: Project Officer

Employment Type: Full-time

Location: Port Moresby

ABOUT THE BUSINESS COALITION FOR WOMEN

The PNG Business Coalition for Women (BCFW) has been at the forefront in advocating for women's full participation in the formal sector since 2014. BCFW is a membership-based organisation comprising private sector companies of all sizes and other public sector and community organisations.

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

Pillar 1) Economic opportunities and participation of women

Pillar 2) Women in leadership and decision making

Pillar 3) Prevention of gender-based violence and workplace safety

Pillar 4) Knowledge creation and systems changes

POSITION SUMMARY

BCFW is a small not-for-profit 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 has good interpersonal skills, is well organised and has both project management and training experience.

DUTIES INCLUDE:

Service delivery

1. Implement programs under the BCFW strategic areas
2. Develop programs based on program evaluation and feedback from the business community
3. Undertake general administrative tasks and technical support tasks as required.

Collaboration

4. Work with members of the BCFW to ensure alignment and mutually reinforcing strategies to equip businesses with the relevant resources to achieve gender equality.



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Capacity building

5. Share lessons and good practice across member companies on best workplace practice and other strategies to achieve gender equality.
6. Be a technical resource to the BCFW team in relation to programs, providing technical support, advise and capacity development as needed.

Consultation

7. Consult and communicate with BCFW members and key stakeholders to ensure service delivery is meeting the needs of our members and to identify gaps or opportunities for growth.
8. Develop and maintain strong working and client-oriented relationships with our members, key stakeholders, and donors (where relevant).

Designing, mapping and coordination

9. Design project initiatives with clear objectives and outcomes.

Evaluation and continuous improvement

10. Monitor and evaluate delivery of project initiatives, including the timely collection and analysis of relevant data, identify improvements and make recommendations to the Program Manager.
11. Provide regular feedback regarding relevant issues, efficiencies, trends, gaps, and performance.
12. Facilitate innovation, capacity building and knowledge exchange.
13. Prepare for, participate in, and contribute to staff development initiatives, team meetings, training and planning activities, and evaluation and quality assurance activities.

Reporting

14. Provide monthly reports to the Program Manager relating to project work plan and key deliverables.
15. Prepare donor progress report(s) and present as scheduled to Executive Director.

Strategic and operational management

16. Update and / or develop quality documents and processes relevant support to member companies
17. Ensure strong safeguard measures are incorporated into all activities.



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SELECTION CRITERIA

1. Relevant tertiary qualifications in social work, social science, gender or another related field.
2. Demonstrated experience facilitating training.
3. Demonstrated experience in project management and program implementation
4. Demonstrated ability to communicate and engage effectively with a diverse range of stakeholders.
5. Demonstrated skills in writing reports
6. Skills in monitoring and evaluating programs
7. Ability to work autonomously and well-developed organisational skills.
8. Knowledge and skills in the use of Microsoft Office.

Desirable

9. Current police check
10. 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:

- A letter addressing the '**SELECTION CRITERIA**' above (2 pages maximum).
- Your current resume.
- Contact details of at least 2 referees.

Please submit your resume and letter addressing the selection criteria to communications@pngbcfw.org by COB 11th of July, 2025.