



## The Asia Foundation

### THE ASIA FOUNDATION PACIFIC ISLANDS

#### Position Description

**TITLE:** Program Officer, PNG– Pacific RISE-CTIP

**UNIT:** Pacific Islands Office

**REPORTS TO:** Chief of Party

**SUPERVISES:** None

#### SUMMARY OF JOB RESPONSIBILITIES

The *Pacific Regional Initiative and Support for More Effective Counter Trafficking in Persons* (Pacific RISE-CTIP) program is a 5-year program implemented by The Asia Foundation with funding from the United States Agency for International Development (USAID). Pacific RISE-CTIP aims to address trafficking in persons (TIP) through a holistic, multi-sectoral approach that engages an inclusive cross-section of PIC stakeholders from government, civil society, and the private sector to strengthen TIP prevention, protection, and prosecution.

Pacific RISE-CTIP is seeking applications from qualified Papua New Guinea nationals, or Pacific Islanders who are eligible to work from Papua New Guinea, for the position of Program officer. The program officer will work closely with the chief of party in planning, implementation, and monitoring of activities. developing innovative and entrepreneurial approaches in delivering and expanding the Foundation's program in counter trafficking in persons. as well as identifying emerging issues and new opportunities for possible programming. The successful recruit is expected to closely coordinate and engage with Pacific RISE-CTIP's partner organizations, consultants, and other stakeholders to ensure alignment with program objectives, timely delivery of outputs, and compliance with USAID and the Foundation's rules on expenditures and overall program management. S/he is also expected to work with the other Program officers to deliver the team target results and to coordinate with the Foundation's Finance and Administration unit on all logistical, administrative, and financial aspects of program and grants management related to the project.

**Internal:** Regular interaction with the Pacific Islands office director, chief of party, deputy chief of party, team members and other staff and consultants involved in the program, other program units, as well as with the Finance & Grants unit and the Program Evaluation & Support unit of the Foundation.

**External:** The program officer will maintain regular contact with program partners, PIC stakeholders from government, civil society and private sector working on TIP prevention,

protection, and prosecution, as well as development partners and other implementers for information exchange and collaboration. Attendance in meetings, conferences, and external workshops as appropriate.

## **REQUIREMENTS**

**Education:** Tertiary degree in the Social Sciences, International Relations, Law or other related field.

### **Experience:**

- Minimum 5 years of relevant professional experience, or the equivalent, in international development in the Pacific with private, public, bilateral, or multi-lateral development institutions and/or nonprofit organizations.
- Deep local knowledge and familiarity in some of the following: human rights, transnational organized crime, labor rights or similar or related development projects, preferably in counter-trafficking in persons.
- Strong research background.
- Successful experience in partnerships and management of grantees and consultants.
- Successful experience in program development and management: design, coordination, monitoring, reporting, and networking.
- Experience in proposal and report writing, financial and grants management and budget control, strategic planning, fundraising, and managing international donor-funded projects.

### **Skills:**

- Proven ability to work with respect and sensitivities to specific contexts.
- Strong Program Management Skills such as design, coordination, monitoring, and administration.
- Demonstrated flexibility and adaptability to perform and collaborate in changing project environments.
- Strong network with government agencies, especially key institutions, local partners, and members of civil society working on human rights and counter-trafficking in persons.
- Proven management, analytical, and research skills, with strong problem-solving ability. Excellent capacity to handle information with diligence.
- Excellent verbal and written communication skills in English.
- Strong interpersonal and intercultural skills, including ability to work with cross-cultural teams, adaptability to developing country contexts.
- Must have a strong track record of working independently and in a diverse team environment.
- Strong attention to detail and ability to multi-task.

- Highly organized, proactive, energetic, and efficient.
- Ability to travel regionally and domestically, including to remote locations.
- Proficiency in MS Word and Excel, email, and internet applications.
- Knowledge of the programs and operations of The Asia Foundation or similar international development organizations would be helpful.
- Knowledge of USAID or other international funding agency reporting requirements.

## **JOB FUNCTIONS**

### **Program Support and Management**

- Support the chief of party in the determination of project outputs, impact, overall project direction and documentation of project activities.
- Develop mechanisms for effective reporting of activities and other updates from the program areas and implementors/grantees.
- Monitor project data, coordinate with project partners, and report progress of activities based on approved workplan.
- Track on-going activities of partners/grantees, consultants, and other external service providers, to ensure all program activities and reports are delivered at high quality, making the most effective and efficient use of program resources.
- Provide program management coaching and assistance to partners/grantees as they implement program activities.
- Interact with current and potential partners of the Foundation. forge collaborative and trusting professional relationships with all partners.
- Participate in the organization of dissemination and facilitation of events as required.
- Contribute to project-related research including data collection, analysis, and report writing.
- Draft letters of grant and amendments, letters of contract, and correspondence related to the project.
- Conduct due diligence on subgrantees and subcontractors pursuant to donor conditions and regulations.
- Support drafting of periodic reports either for the purpose of the Foundation's internal reporting or for donor's reporting requirements.
- Monitor on-going developments with the host-government and stakeholders and provide regular feedback to the Pacific Islands office director, chief of party and deputy chief of party, of broader context impacting program implementation.
- Track activities of other organizations/development partners that are also implementing counter-trafficking in persons activities.
- Contribute to the development of any materials and publications that will be produced by the Foundation's Pacific Islands office.
- Represent the Foundation in project activities as directed by the chief of party or Pacific Islands office director.
- Assist the chief of party to ensure that the project activities are implemented in accordance with Asia Foundation and donor rules and regulations.

- Perform other tasks as maybe assigned from time to time.

### **Financial Management**

- Support the deputy chief of party and Finance and Grants manager in the monitoring of activities' expenditures and targets.
- Contribute to project budgeting and financial management.
- Following Foundation policies and practices, ensure that all financial documentation related to project activities is prepared, updated, and settled, including supporting documents.

### **Representation**

- Participate in meetings and events with development and local partners, governments, business, and civil society organizations.
- Contribute to articles, written materials, and documentation for publication.
- Participate in Foundation meetings and other relevant professional forums and events.

### **Other Responsibilities**

- Provide support to other on-going programs and activities of the Foundation as may be necessary.
- Perform other duties as assigned by the Pacific Islands office director, chief of party and deputy chief of party.