

POSITION DESCRIPTION

Department of Provincial Local Government Affairs

AM3685 - Capacity Building Officer

The **Department of Provincial Local Government Affairs (DPLGA)** is a National Department of the Government of Papua New Guinea and is a member of the Central Agency Coordinating Committee (CACC) which coordinates the implementation of National Government Policies.

The DPLGA invites applications from highly motivated individuals, who have the passion and commitment to live and serve our rural communities, through the Government's unique **5 year Rural Service Delivery Project (RSDP)**.

The Rural Service Delivery Project is a 5 year Project implemented by the Government of Papua New Guinea, financed by the World bank through a Credit IDA # PG6076 and the Australian Department of Foreign Affairs and Trade through a Grant.

Reporting to the Project Manager and based in Port Moresby, the Capacity Building Officer will be responsible for the planning and delivery of capacity building of national and sub-national government/non-government entities and preparation and implementation of Ward Development Grants.

Key Responsibilities:

- Develop and manage a schedule of training activities and coordinate the resource persons contributing to these activities
- Provide refresher courses to DPLGA, Provincial Project Offices (PPO) and Community Trainers
- Provide or organize for Capacity Building for Project Staff on other areas that could assist project output (Computer skills, First Aid etc.)
- Oversee the Provincial Project Office coordination of capacity building logistics
- Together with the Deputy Project Manager, coordinate the work of a Capacity Building Advisor in preparing various types of training materials for the Project Coordination with DPLGA technical divisions
- Collect and enter project monitoring and evaluation information into the Management Information System (MIS)
- In collaboration with other project team members, periodically review and revise relevant section of the Project Operation Manual
- Contribute timely information to semi-annual Project Reports and a final Completion Report
- Contribute information regarding Annual Work Plans and Budgets
- Coordinate with other stakeholders providing related capacity building support such as the Institute of Public Administration (IPA) and others to ensure complementarity of the various training offerings
- Maintain an effective filing system for all reporting.

Expected Competencies:

- University Degree in Education, Public Administration, Community/Rural Development, Anthropology/Sociology, communications or another relevant field
- Significant demonstrated work experience related to capacity building actions with concrete involvement in the design/delivery of capacity building activities
- Minimum of 5 years of experience in project cycle management and project development preferably in the area of community development and donor funded projects
- Strong liaison and coordination skills with experience in building strong working relationships in new and widely dispersed project teams
- Excellent oral and written communication skills
- Familiarity with World Bank, or similar donor projects and procedures
- Ability to travel frequently to provinces and remote LLGs and wards
- Fluency in English and at least one (1) common PNG language

- Undertaken volunteerism in remote areas will be an advantage
- Additional skills in Microsoft Office and some computer literacy.

Applications close COB Friday 14th September 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview