

## **POSITION DESCRIPTION**

### Department of Provincial Local Government Affairs

#### **AM3687 - Community Development Workers**

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.

In total there are 63 exciting opportunities across the five Provinces listed below and DLPGA invites applications from highly motivated individuals, who have the passion and commitment to live and serve our rural communities through the Government's unique **Rural Service Delivery Project (RSDP)**.

Central     East New Britain     Simbu     West Sepik     Western

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.

There will be eight (8) Community Development Workers, appointed in each of the 5 provinces noted above, each reporting to a Provincial Project Coordinator and an LLG Manager (20 LLGs.)

These persons will be responsible for assisting and supporting the Ward Development Committee and other community groups (such as Women's Groups) and the Community Driven Development sub-committee in performing their respective roles in the implementation of RSDP.

#### **Key Responsibilities:**

- Assist the PPO and the respective LLG Manager to coordinate Community Training for the Sub-Project implementation & Completion
- Assist and organize the LLG women's groups to formulate a sub-project EOI and proposal specifically addressing the Women's needs and Gender Equality
- Assist the CDD Sub-Committee chairperson in ensuring the respective wards undertake CDD activities by submitting an EOI for their ward
- Assist CDD Sub-Committee Chairperson to organize and manage all activities that the CDD Sub-committee is responsible for; commencing with community orientation and awareness raising in the participating wards
- Support the CDD Sub-Committee chairperson in RSDP orientation and awareness raising among the various interest/community groups in the wards
- Assist the Ward Development Committees in the participatory planning processes required in either reviewing existing Ward Development Plans or in formulating new plans where WDPs don't exist
- Assist WDC in the formulation and reactivation of the volunteers and committees such as the CDD Sub-committee
- Provide monthly update and quarterly reports on the RSDP Implementation
- Assist WDC o Community review and finalization of works and financial plans
- Conduct community training on Operations and Maintenance (O&M) of Community Infrastructure and support the WDC and the sub-committee on the establishment of O&M systems
- Assist wards to prepare and finalize sub-project EOI support documentation
- Support members of the CDD sub-committee of selected wards to facilitate project implementation, strategy meetings and sub-project agreement preparation and signings
- Prepare narrative reports on all engagements including training, coaching and monitoring visits with each ward
- Undertake monitoring visits to the wards in the different community trainings to assess the effectiveness of the learning's and the practical applications and submit reports directly to the Project Manager

**Expected Competencies**

- University Degree in Public Administration, Community/Rural Development, Accounting, Anthropology/Sociology, Communications or another relevant field
- Minimum 3 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 including the ability to synthesize sub-project monitoring and evaluation reports into reports and recommendations in aid of policy and program development
- Familiarity with World Bank, or similar donor projects and procedures
- Ability to travel frequently to 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 14<sup>th</sup> 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](mailto: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**