

Mercy Works
Sisters of Mercy
In Australia & Papua New Guinea



Position	In-Country - PNG Program and Partner Support
Reports to	Program Manager – Overseas
Location	Papua New Guinea – Projects in Simbu and Western Provinces
Status	Requires up to 100 working days performed between May 2024 – 30 June 2025.
Date written	2024
Positions Reporting	PNG Finance Officer and Simbu Project Coordinator

Organisational Context

Established in 2000, Mercy Works is a community development and relief organisation that is part of the vision and mission of the Sisters of Mercy of Australia and Papua New Guinea. Our **Vision** – Mercy – Walking Together. Changing Lives. Our **Mission** - We are a community development organisation in the tradition of Catherine McAuley. We work in partnership with local community organisations to support the most vulnerable both within Australia, and elsewhere in the Asia Pacific region, with a particular focus on women and children. Our programs strive to build capacity and self-reliance and to foster environmental sustainability. The **Values** which underpin the organisation are mutuality, integrity, compassion and justice.

Primary Purpose

The In-Country - PNG Program and Partner Support role is newly created to provide targeted capacity building to Mercy Works in-country staff in Simbu Province and our implementing partner in the Western Province over the next 18 months. This position will support the realization of Mercy Works’ vision. The Simbu Program is managed by a local team, while the Western Province Program is implemented in partnership with the Diocese of Daru-Kiunga. This role is suited for a local consultant or highly experienced development practitioner available on-demand.

The In-Country - PNG Program and Partner Support reports to the Program Manager - Overseas based in the Parramatta office in Sydney. The role collaborates with partners and colleagues to demonstrate the impact of Mercy Works’ vision.

Essential Criteria

1. Demonstrated recent experience in supporting NGOs to build organizational capacity in program management, monitoring and evaluation, financial management, and governance, aligned with best practice standards.

2. Understanding of sectorial standards and expectations derived from approximately 10 years' work experience in the international development sector.
3. Proven track record managing community development programs and partnerships in the Indo-Pacific region; experience in the Pacific Region is advantageous.
4. Strong understanding of capacity building approaches in international development.
5. Excellent relationship and collaborative skills, with the ability to support, influence, and engage stakeholders in change management processes.
6. Ability to be flexible and adaptable in response to changing priorities.
7. Experience in designing and implementing programs, monitoring, and evaluation systems for robust assessment of outcomes and impact.
8. Ability to work autonomously with initiative and sound judgment.
9. Excellent verbal communication skills to engage with staff and volunteers confidently and tactfully.
10. Highly developed organizational development skills, including effective program systems and procedures implementation.
11. Ideally based in PNG with the ability to travel between Mengindi/Kundiawa and Kiunga as required.

Desirable Criteria

1. Public Motor Vehicle (PMV) Character Check
2. Papua New Guinea Police Character Check
3. Police Crime Report

The position description should be applied in conjunction with other corporate documentation guiding decision-making, actions, and conduct.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date