



**MercyWorks**

SISTERS OF MERCY  
IN AUSTRALIA & PAPUA NEW GUINEA

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## **ROLE DESCRIPTION – Mercy Works Ltd PNG SIMBU PROGRAM COORDINATOR**

**The purpose of the role is to manage and oversee the Mercy Works' Program in Simbu Province.**

### **Background**

Mercy Works (MW) is the development arm of the Sisters of Mercy in Australia and Papua New Guinea. It partners with vulnerable communities and local organisations to promote justice, self-reliance, and dignity, both domestically and in the Asia-Pacific region. Mercy Works Limited PNG (MWLPNG) has a specific focus on supporting the development needs of the most vulnerable people in Simbu and Western Provinces.

### **About the role**

This position is a leadership role, overseeing the MWLPNG program in Simbu Province. It includes all aspects of management, including staff supervision, program planning, implementation and review. Strong written and oral skills in English and Tok Pisin, with the ability to think critically, are a requirement.

The Catholic Diocese of Kundiawa is a key partner of MWLPNG. The successful candidate is expected to maintain strong and respectful relationships with diocesan personnel and ministries, including the Bishop and Diocesan Finance Manager.

The successful candidate will have the skills to manage resources effectively and to report on their use in a timely manner.

Professionalism, honesty and integrity are critical for this role.

This position is based in Kundiawa. The remuneration package does not include a housing allowance.

### **Key Management Accountabilities**

1. Management and oversight of all aspects of program planning, development, implementation and monitoring of a range of activities, including developing plans, coordinating resources, managing budgets, meeting reporting requirements, and supporting program-related activities, to ensure that planned outcomes are achieved on time, on budget, to quality standards and within agreed scope
2. Ensure that MW's Simbu Programs meets MW's standards of quality, best practice development and ACFID Code obligations
3. Timely submission of quality project proposal, project reports (including financial) and other documentation, as required by MW Parramatta office
4. Monitor and assess the program (including risk management, impact and quality measures), to assess ~~projects~~ progress and effectiveness, identify and address issues in a timely manner
5. Effective supervision and coaching of in-country staff, ensuring work is of high standard and in accordance with priorities, quality requirements, policies and procedures of MW
6. Flexibility to adapt plans and approaches based on evidence
7. Maintain effective program documentation to support timely, efficient and effective project reporting/communication of information to supporters and donors
8. Manage strong relationships with relevant stakeholders and networks

9. Represent MW as required, including by attending functions, events and meetings.

### **Team Performance and Accountability**

1. Co-operate with consultant/s to ensure program review and planning events are participatory, include a range of stakeholders (including the most vulnerable), and are conducted to a high standard
2. Lead the development and implementation of operational/action plans to strengthen in-country operations with a focus on program, finance, administration and risks management
3. Create an environment that fosters maximum productivity as well as being a positive work environment to work in
4. Train and mentor staff members to successfully deliver all key projects milestones and outcomes
5. Monitor performance, conduct annual performance reviews of staff members and support staff's professional development
6. Implement a community-based Safeguarding Feedback and reporting Mechanism to ensure high standards of safeguarding practices (including child protection and prevention of sexual exploitation, abuse and harassment)
7. Proactively work with staff to identify and manage risks to MW operations, especially risks from a programming, financial (fraud and mismanagement) and safeguarding management perspective
8. Undertake a timely review of MWLPNG Simbu Program finances; organise replenishment of funds and ensure internal control processes demonstrate best practice standard
9. Lead the implementation and development of a standardised and coordinated approach to MWLPNG Simbu Program, in line with MW's policies, procedures and systems

### **Selection Criteria**

1. Consistently displays a high level of professionalism, honesty and integrity
2. Relevant tertiary qualifications or five years equivalent experience
3. Demonstrated experience in managing community development programs, including program, financial and team management
4. Ability to apply technical skills in one or more thematic areas - project design and implementation, health, education, climate change mitigation and adaptation, gender, disability inclusion etc
5. Ability to think critically
6. Strong writing skills and ability to manage a budget
7. Excellent communication skills
8. Ability to ensure that project and beneficiary outcomes remain in priority over other local pressures.
9. Highly organised and efficient
10. Good attention to detail
11. Proven ability to implement organisational and donor policies and procedures
12. Ability to travel to project sites in the province frequently and potentially visit Australia infrequently (e.g. once per year).



**Application process**

Interested candidates should submit an application letter that addresses the selection criteria and updated curriculum vitae. At least two current professional referees should be included.

Applications or enquiries can be directed to Justine McMahon at [Justine.mcmahon@mercyworks.org.au](mailto:Justine.mcmahon@mercyworks.org.au) or mobile +61 456 162 070.