



POSITION DESCRIPTION

Position Title	Project Coordinator	Position No.	Locally Employed Staff
Team	International Services	Classification	Full time to June 30, 2024 (with potential extension subject to funding and performance)
Department	ABC International Development (ABCID)	Schedule Roster Cycle	Payroll is managed in PNG on a fortnightly basis
Location	Port Moresby PNG	Band / Level	NA
Reports	Through MDI Project Manager to PNG Team Leader	HR Endorsement	N/A

Purpose: This position is a coordinator role with the Media Development Initiative (MDI). The role will support the development and delivery of media content with MDI's media and community partners.

Background:

ABC International Development (ABCID) manages and implements media development and behaviour change projects throughout the Asia Pacific region. ABCID is currently delivering two projects in PNG.

The Media Development Initiative (MDI) builds the capacity of media to realise a more professional, free, and diverse PNG media that serves the public interest and supports democratic processes. This is achieved by building the capacity of media and a focus on supporting high quality journalism that reflects all audiences, and the use of multiple platforms and formats to communicate key development issues with citizens.

The Australian Humanitarian Partnership (AHP) ABCID/Oxfam Risk Communications and Community Engagement (RCCE) project supports NGO and Government partners by addressing misinformation about vaccines.

More information can be found on the ABCID website.

Key Accountabilities

To implement key activities in the MDI workplan including to:

- Plan and deliver assigned MDI workplan activities in coordination with other team members and oversight from MDI Program Manager
- Coordinate logistics and liaise with ABCID Operations and Finance team to ensure workplan activities are implemented within timelines and budgets.
- Build and manage a mutually beneficial relationship between MDI and assigned partners.
- Prepare and facilitate workshop activities, presentations to partners and donors, conferences or learning events.
- Support appropriate project reporting and provision of high-quality performance information as required.



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- Liaise with MDI Project Manager on progress, risk management, adherence to policies and Partnership Agreement obligations.
- Carry out other tasks assigned by Team Leader

Key Capabilities/Qualifications/Experience

1. Qualifications in a relevant discipline.
2. At least five years' experience in roles related to coordination and administration.
3. Experience in building professional relationships in PNG context.
4. Excellent attention to detail, observation and record keeping skills.
5. Excellent verbal and written communication skills
6. Demonstrated planning, risk management and organisational ability.
7. Experience of working in challenging environments that require adaptability and resilience.
8. Experience using remote communication platforms such as Microsoft Teams.

General Requirements

ABCID requires employees and contractors to be fully vaccinated for COVID-19, committed to child protection, as ABCID is a child safe work environment, and committed to DFAT's Preventing Sexual Abuse, Exploitation and Harassment Policy (PSEAH).

Shortlisted applicants must undergo ABC child safe recruitment procedures including, but not limited to, a police check.

The successful applicant must sign and agree to conform to the ABC Safeguarding Children Policy, ABC Code of Conduct and agree to abide by the DFAT PSEAH policy as a condition of engagement.

The person in the role is to adhere to ABC values, apply all relevant workplace policies and guidelines, cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work.