

POSITION DESCRIPTION

Independent Commission Against Corruption

AM100050 - Senior Projects Officer

The **Independent Commission Against Corruption (ICAC)** was established by *Part VIII Division 3 of the Constitution and the Organic Law on the Independent Commission Against Corruption 2020 (OLICAC)*. The purpose of the ICAC is to contribute to preventing, reducing, and combating corruption in collaboration with other agencies.

Applications are invited from qualified and experienced professionals for this position based in Port Moresby.

SENIOR PROJECTS OFFICER

The role will assist the Director – Engagement & Events, coordinate activities to increase awareness of corruption, plan anti-corruption programs and awareness strategies, and maintain network through external relationship and partnership with relevant Government Departments and other relevant key stakeholders in raising awareness on the role of the Independent Commission Against Corruption and the impacts of corruption in the country.

Key Responsibilities:

- Supporting the effective and efficient performance of the ICAC's awareness programs
- Assist the executives to plan and develop a work plan for Engagement and Awareness team to deliver against the ICAC's Corporate or Strategic Plans
- Manage your performance, to ensure a collaborated team effort from staff in undertaking the team's work and ensure delivery within the targeted timelines and budget
- Encourage staff development and support organizational improvement through, on-the-job and other relevant training, and coaching to build team capability
- Ensure you understand and comply with the internally established systems, processes and guidelines and understand their responsibilities in contributing towards delivery of the branch's work plan and goals
- Contribute to building a strong culture of respect and support at the ICAC
- Provide engagement and awareness related advice to others at the ICAC, including Director Communications Executive Director of Prevention and Engagement, and the Commissioners
- Provide advice and recommendations on anti-corruption practices and policies, both internal and external
- Lead and coordinate events, to ensure effective dissemination of education and prevention materials to targeted audiences and ensure feedback of activity and or event back to the team
- Develop and maintain productive working relationships and partnerships with other agencies and bodies, both public and private sector, including development agencies, academia, media, civil society and the private sector
- Support more junior staff with their roles
- Carry out other duties as required by the Director and the Commission.

Expected Competencies:

- University qualification in Journalism/ Communications Arts, Business, Public Relations, Political Science
- Experience in designing training programs and project management of events would be beneficial
- Knowledge of supporting others to plan events and workshop development
- Knowledge of how to communicate to a variety of stakeholder groups
- Understand how to work with others to deliver a project
- Understanding of, or ability to gain, corruption awareness and anti-corruption techniques and narrative
- Excellent communication and public speaking skills
- Excellent stakeholder management and engagement abilities
- Ability to develop knowledge about the ICAC and the OLICAC
- Good interpersonal, people and change management skills

- Good event planning, project management, organizational and problem solving skills
- Team player with ability to lead, produce and oversee workplans
- Computer knowledge of standard operation of software applications

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 8th November 2024

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@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.