

## **POSITION DESCRIPTION**

Telefomin District Development Authority

### **AM25000128 - Education Project Officer**

**Telefomin District Development Authority (TDDA)** as legislated under the District Development Authority Act (2014 as amended) is mandated by the National Government to deliver goods and services throughout the Electorate. TDDA is seeking highly skilled and experienced professionals for this full-time role based in Telefomin, West Sepik Province.

#### **EDUCATION PROJECT OFFICER**

This role will be responsible for the planning, implementation and monitoring of educational projects, working closely with local schools, community leaders and relevant government bodies to improve access to quality education for children and young adults in the region.

#### **Key Responsibilities:**

- Coordinate and manage educational programs and initiatives in alignment with District Plans & objectives
- Collaborate with local schools, teachers, parents and educational authorities to ensure program success
- Monitor and evaluate the effectiveness of educational programs, providing regular progress reports to the TDDA Project Manager
- Assist with data collection, analysis and reporting related to school projects delivered
- Conduct needs assessments to identify educational gaps and areas for improvement in the district
- Support the professional development of educators through training and capacity-building activities
- Promote awareness of the importance of education within local communities
- Manage budgets and resources effectively for education-related projects
- Ensure that all educational projects comply with national education standards and regulations.

#### **Qualifications & Experience:**

- Do you have a Bachelor's degree in Education, Educational Management or a related field? If yes, provide details.
- Do you have a minimum of 3 years of experience in education project management or teaching in a rural or remote setting? Please provide details
- How familiar are you with the challenges faced by the education system in Papua New Guinea?
- Strong organizational, communication and reporting skills
- Ability to work independently and engage with diverse stakeholders, including government bodies, communities and schools
- Passion for improving educational outcomes in rural communities.

**This position is open to PNG citizens only.**

#### **APPLY NOW**

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/>, download and complete the online application form then submit together with your updated CV, certified copies of qualifications, including details of three (3) referees with current contact details by email to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg)

For more information, call (+675) 7500 7500.

**Applications close at 4pm on Wednesday, 23<sup>rd</sup> April 2025**

*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](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.