

POSITION DESCRIPTION

Baptist Union of Papua New Guinea

AM25000159 - Church Partnership Program Coordinator

The **Baptist Union of Papua New Guinea (BUPNG)** is a faith-based NGO serving the people of Papua New Guinea, in both urban and rural communities for over 60 years.

BUPNG's vision is to transform the lives of people in Papua New Guinea through their relationships with God, one another and their environment, thus facilitating the Spiritual, Physical, Social, Economic and Environmental well-being of the people in their locality.

BUPNG is seeking qualified and experienced individuals who are keen to build a career in a significant faith-based organization. This position is based at the Head Office in Mt. Hagen.

CHURCH PARTNERSHIP PROGRAM COORDINATOR

Reporting to the General Secretary, the incumbent will work alongside the General Secretary keeping him fully informed of all training, monitoring and networking activities. Also, work closely with BUPNG's National Health and Education Secretaries, the National Baptist Women's office staff, HCM3 and Finance Officers, BUPNG President plus other Church Partnership Program (CPP) Partners in PNG and the Transparency Aid International (TAI) CPP Program Coordinator offshore.

Key Responsibilities:

- Ensure full communication with between the BUPNG departments, the three regional unions, the Baptist Health Office and Services, the Baptist Education Office and Agency Schools, other partners including TAI and PNG CPP Partner Churches
- Provide support to communities and congregations in the four Regional Unions in PNG coordinate and implement all CPP project activities within BUPNG churches and Baptist Health & Education Services
- Provide report and monitoring, evaluation and learning requirements of the CPP activities
- Communicate between the Community Development Office, Team Leader and Community Facilitators for all admin support
- Finalize where appropriate written reports and recommendations on all matters relating to CPP activities including training and reports
- Familiar with the Churches Partnership Program Partner Activity Plan for the TAI-BUPNG Partnership
- Close engagement and collaboration with BCEP team, DFAT, PNG government agencies, and other CPP partner church agencies, including participation in relevant working groups and forums
- Oversee annual program management cycle of the CPP program including developing annual plans and budgets, capacity strengthening plans, monitoring progress, collating reporting and learning
- Undertake other duties as directed by General Secretary BUPNG including travel within PNG.

Skills and Qualification:

- Do you have tertiary studies in a discipline related to community development? If yes, provide details
- Are you an active member of a recognized Christian church? Provide details
- Do you have experience in administrative & coordination? Provide details
- Do you have experience working in a similar role with an NGO? If yes, provide details
- Share your experience in coordinating work teams, community development or project groups
- Share your experience in report writing, basic administration and coordination of community development approaches.

The salary package for this position includes generous rent and utilities allowances.

This position is open to PNG citizens only.

HOW TO APPLY

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/> , download and complete the online application form then submit by email to jobs@vanguard.com.pg with the following documents: updated CV in word or PDF, copies of qualifications and contact details of 3 current professional referees.

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

Applications close at 5pm on Friday, 13th June 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 together with a copy of your CV in MS Word format.