

## **POSITION DESCRIPTION**

Baptist Union of Papua New Guinea

### **AM4092 - 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 32 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 an exceptional person who is keen to build a career in a significant faith-based organization.

### **CHURCH PARTNERSHIP PROGRAM COORDINATOR**

The position is based at BUPNG headquarters in Mount Hagen.

Reporting to the General Secretary, the incumbent will work alongside the General Secretary keeping him fully informed of all training, monitoring and networking activities. The incumbent will 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
- To 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
- Be familiar with the Churches Partnership Program Partner Activity Plan for the TAI-BUPNG Partnership
- Undertake other duties as directed by General Secretary BUPNG including travel within PNG.

#### **Expected Competencies:**

- Tertiary studies in a discipline related to community development and must be an active member of a recognized Christian church
- Demonstrated experience in administrative & coordination experience
- Successful coordination of work teams, community or project groups
- Team player with community development approaches
- Excellent report writing skills with basic administration & coordination skills

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

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

**APPLY NOW**

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

Complete the Application Form and follow the website instructions to forward to Vanguard International, including a detailed CV.

Alternatively, please call us on 7500 7500 or email [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg)

**Applications close COB Friday 20<sup>th</sup> August 2021**

**Only short-listed applicants will be contacted.**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to [recruitment@vanguard.com.pg](mailto:recruitment@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**