

## **POSITION DESCRIPTION**

Baptist Union of Papua New Guinea

### **AM5083 - Project Coordinator - Community Health Care**

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 highly motivated persons with excellent skills and experience to join the dynamic faith-based Management Team at BUPNG head office based in Mt Hagen.

Do you tick these boxes?

- Have an appreciation and understanding of faith-based NGO work environments
- Are understanding of Christian principles in development, with an appreciation of BUPNG's mission, vision and values
- Possesses strong communication and social skills, together with problem-solving, decision making and time management skills.

### **PROJECT COORDINATOR – COMMUNITY HEALTH CARE**

Reporting to the General Director BUPNG, the Project Coordinator – Community Health Care is responsible for project planning and distribution of highly valued Community Health Care Manuals within PNG.

#### **Experience & Qualification:**

- Relevant project coordination experience, with preferably 3 - 5 years or more
- Experience in working with program grants and not for profit/charity organisations
- Knowledge and understanding of community development
- Knowledge and understanding of the project concepts, development and implementation.

### **APPLY NOW**

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

Complete the application form and follow the website instructions to forward to us including a detailed CV and three current referees. A full PD can be requested from our office.

Alternatively, please call us on (+675) 7500 7500 or email [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg)

**Applications close COB Friday 8<sup>th</sup> April 2022**

Incomplete and late applications may be deemed invalid and excluded from further consideration.

**Only shortlisted 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**