

## **POSITION DESCRIPTION**

Tree Kangaroo Conservation Program

### **AM6099 - Governance & Engagement Manager**

The **Tree Kangaroo Conservation Program** has worked with the communities and landowners in the Yopno-Uruwa-Som (YUS) landscape since 1996. Together with YUS landowners and the PNG Government, TKCP helped to establish the country's first nationally-protected Conservation Area in 2009.

Tree Kangaroo Conservation Program is inviting **exceptional candidates** to apply for this vital role:

### **GOVERNANCE & ENGAGEMENT MANAGER**

The Governance & Engagement Manager is responsible to lead the implementation of a major initiative for the Tree Kangaroo Conservation Program and the YUS Conservation Area, which will refine and realign the YUS Conservation Area's governance and management structures, systems, and processes to further serve and support the YUS communities' priorities for sustainable development, livelihoods, and natural resource management.

#### **Key Responsibilities:**

- Oversight, management, and coordinated delivery of TKCP's Engagement & Accountability Initiative, including the adaptive management and reporting for its associated grant-funded projects
- Leadership and guidance for technical and field-based staff, including proactive change management and communications to support broad understanding and shared commitment toward the goals and objectives of the Engagement & Accountability Initiative
- Diligent management and coordination of independent contractors and consultants, ensuring clarity, quality, and timely delivery according to respective scopes of work and program objectives
- Development of project, staff, and consultant workplans, terms of reference, scopes of work, and facilitation of regular project meetings to maintain delivery schedule and monitor progress
- Provide technical guidance to TKCP staff and colleagues with regard to inclusive conservation, community engagement, and stakeholder collaboration
- Serve as a member of TKCP's senior management, advising on strategic and organizational matters based on knowledge, experience, and perspective gained through the Engagement & Accountability Initiative
- Promote and foster collaboration, sharing, and networking with other organizations and partners in Papua New Guinea, in support of learning and development of best practices for community engagement in conservation
- Engage, interface, and facilitate productive ongoing dialogue with key YUS Conservation Area stakeholders, particularly including community partners and government representatives (national, provincial, district, LLG, and ward)
- Provide training/mentoring to staff; Identify training needs and development opportunities for supervised staff
- Undertake regular field visits to project sites to ensure that activities are carried out in accordance to work plan and technical requirements
- Represent TKCP and the YUS Conservation Area among local, national, and international stakeholders and partners with regard to community engagement and protected area governance
- Review existing programming and make recommendations for areas of expansion
- Provide regular management reports, donor/project reports, and other ad hoc reports as requested.

#### **Expected Competencies:**

- Bachelor's degree in community development, political science, or related fields (Master's degree preferred)
- 5 years significant experience of program/operations management experience, including supervision of staff, contract management, and budget management responsibility
- Proven track record in managing, implementing, and reporting on institutional grant-funded projects (i.e., USAID, DFAT, EU, etc)

- Ability to confidently liaise with government and community leaders/landowners at all levels
- Physical capabilities for remote field work and hiking in mountainous terrain
- Demonstrated leadership, supervisory, teamwork, and problem-solving skills
- Detail-oriented, organized, and able to meet deadlines
- Ability to achieve deliverables and work independently
- Excellent interpersonal and communication skills
- Demonstrated high work ethic and ability to assume a high level of responsibility
- Proficient spoken and written English and Tok Pisin language skills required.

Yopno-Uruwa-Som (YUS) residents are strongly encouraged to apply.

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

**APPLY NOW**

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

Complete the Application Form and follow the website instructions to forward to Vanguard International including, a detailed CV and three current referees. We encourage applicants to request a full PD from our office to review before applying.

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

**Applications close on Friday 17<sup>th</sup> February 2023**

**Only shortlisted candidates 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**