

## **POSITION DESCRIPTION**

Telefomin District Development Authority

### **AM9020 - Project Coordinator**

#### **TELEFOMIN DISTRICT DEVELOPMENT AUTHORITY**

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 the following full-time roles based in Telefomin, West Sepik Province.

#### **1. PROJECT COORDINATOR**

This role will oversee the implementation of the Telefomin District Development Agreement. This agreement aims to foster sustainable rural development within the Telefomin District in West Sepik Province, Papua New Guinea by promoting economic growth, social welfare, and environmental conservation.

##### **Key Responsibilities:**

- *Strategic Planning:* Develop comprehensive strategies and action plans to achieve the goals outlined in the Telefomin District Development Agreement
- *Project Management:* Coordinate and manage all aspects of project implementation, including budgeting, scheduling, resource allocation, and risk management
- *Stakeholder Engagement:* Build and maintain positive relationships with stakeholders, including government agencies, local communities, partner organizations, and contractors
- *Community Development:* Work closely with local communities to identify their needs, priorities, and aspirations, and ensure that project activities are aligned with their interests
- *Capacity Building:* Facilitate capacity-building initiatives to empower local service providers and contractors and enhance their ability to deliver projects and services on time and within budget
- *Monitoring and Evaluation:* Establish monitoring and evaluation frameworks to track progress, assess impact, and identify areas for improvement
- *Reporting:* Prepare regular progress reports, financial reports, and other documentation as required by the Telefomin Development Agreement Committee (TDAC) and Telefomin DDA Board
- *Compliance:* Ensure compliance with relevant laws, regulations, and contractual agreements throughout the project lifecycle.

##### **Expected Competencies:**

- Bachelor's degree in a relevant field (e.g., public administration, management, economics, development studies, environmental science, engineering)
- At least 5 years of experience in project management, preferably in the development sector
- Proven track record of successfully implementing complex development projects in rural or remote areas
- Strong leadership and interpersonal skills, with the ability to motivate and inspire multidisciplinary teams
- Excellent communication skills, both written and verbal, with fluency in English and proficiency in Tok Pisin or local dialects preferred
- Familiarity with the political, social, and cultural context of Papua New Guinea, particularly the Telefomin District
- Experience working with indigenous communities and sensitivity to their cultural values and customs
- Proficiency in Microsoft Office Suite and Project Management Software

#### **APPLY NOW**

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Follow the instructions to complete the online application form and attach the following: An updated CV, including details of three (3) referees with current contact details.

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**Applications close COB Friday, 19 April 2024**

*Only shortlisted candidates 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.

**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**