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## **POSITION DESCRIPTION**

**Position Title:** Project Officer – Eliminating Violence Against Women

**Employment Type:** Full-time

**Duration:** 1 year (with the possibility of extension)

**Location:** Port Moresby

**Reports To:** Executive Director

## **ABOUT THE BUSINESS COALITION FOR WOMEN**

**VISION:** All Businesses maximise their economic potential via gender equality.

**MISSION:** To equip businesses with the relevant resources to achieve gender equality.

The Business Coalition for Women (BCFW) was formed in 2014 by a committed group of business leaders in Papua New Guinea (PNG), with the support from the International Finance Corporation (IFC), who came together to develop and share solutions to challenges they face in accessing, retaining, and promoting female talent. Eight years on, with over 60 formal members, BCFW is the only professional association to exclusively serve the needs and interests of women working in the formal business sector in PNG.

BCFW's strategic planning has identified the following goals as being key to achieving its mission:

- Pillar 1) To ensure that all workplaces are free from violence and that PNG businesses are supporting female staff who are survivors of gender-based violence.
- Pillar 2) To promote career development of women into leadership positions within member businesses through mentoring and other talent development initiatives.
- Pillar 3) To help companies recognise the business value of women in the workforce.
- Pillar 4) Pillar 4) To expand opportunities for women owned businesses in members' supply and distribution networks.

## **POSITION SUMMARY**

BCFW is a small not-for-profit delivering innovative programs to the private sector. To ensure that we continue to provide quality services to the business community we require a person who has good interpersonal skills, is well organised and has both project management and training experience on addressing violence against women.

The Project Officer – Eliminating Violence Against Women will provide support to our members companies to provide safe work environments free of violence against women, including sexual harassment, and to support our member companies to support their employees who are experiencing violence outside the workplace (Pillar 1). This includes assisting our member companies to develop and implement workplace policies and other strategies to prevent and respond to violence against women.

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**DUTIES INCLUDE:**

**Service delivery**

1. Lead the implementation of BCfW's training program, including facilitating training, on addressing violence against women which includes anti-sexual harassment policy development and training, family and sexual violence policy development and training and education sessions on anti-sexual harassment and family and sexual violence.
2. Supporting BCfW's member companies to develop other strategies to prevent and respond to violence against women.
3. Providing technical advice and support to member companies to implement their workplace policies and other strategies to prevent and respond to violence against women, including providing tailored training, mentoring, or other support and developing additional tools to support member companies.
4. Provide support to member companies to monitor the effectiveness of their workplace policies and other strategies to prevent and respond to violence against women and their impact on women in the workforce.
5. Undertake general administrative tasks and technical support tasks as required.

**Collaboration**

6. Work with members of the BCfW focused on Pillar 2, 3 and 4 to ensure alignment and mutually reinforcing strategies to equip businesses with the relevant resources to achieve gender equality.

**Capacity building**

7. Share lessons and good practice across member companies on best practice workplace policies and other strategies to prevent and respond to violence against women in Papua New Guinea.
8. Be a technical resource to the BCfW team in relation to Pillar 1, providing technical support, advise and capacity development as needed.

**Consultation**

9. Consult and communicate with BCfW members and key stakeholders to ensure service delivery is meeting the needs of our members and to identify gaps or opportunities for growth.
10. Develop and maintain strong working and client-oriented relationships with our members, key stakeholders, and donors (where relevant).

**Designing, mapping and coordination**

11. Design project initiatives with clear objectives and outcomes.

**Evaluation and continuous improvement**

12. Monitor and evaluate delivery of project initiatives, including the timely collection and analysis of relevant data, identify improvements and make recommendations to the Program Manager.
13. Provide regular feedback regarding relevant issues, efficiencies, trends, gaps, and performance.
14. Facilitate innovation, capacity building and knowledge exchange.
15. Prepare for, participate in, and contribute to staff development initiatives, team meetings, training and planning activities, and evaluation and quality assurance activities.

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### **Reporting**

16. Provide monthly reports to the Program Manager relating to project work plan and key deliverables.
17. Prepare donor progress report(s) and present as scheduled to Executive Director.

### **Strategic and operational management**

18. Update and / or develop quality documents and processes relevant support to member companies under Pillar 1.
19. Ensure strong safeguard measures are incorporated into all activities.

### **SELECTION CRITERIA**

1. Relevant tertiary qualifications in social science, gender law or another related field.
2. At least 3 years' experience working in the field of gender equality, including work experience in preventing and responding to violence against women.
3. At least 3 years' experience delivering training on violence against women from a survivor-centred and right-based approach.
4. At least 3 years' experience in project management.
5. Demonstrated knowledge of the gendered nature of violence against women, including how it impacts on women's employment and empowerment, and an ability to effectively challenge attitudes that justify or excuse gender inequality and violence against women.
6. Demonstrated ability to communicate and engage effectively with a diverse range of stakeholders.
7. Skills in monitoring, analysis, evaluation, and report writing.
8. Ability to work autonomously and well-developed organisational skills.
9. Knowledge and skills in the use of Microsoft Office.

### **Desirable**

10. Demonstrated knowledge, skills and experience developing and implementing workplace policies and other strategies to prevent and respond to violence against women.
11. Experience working with the private sector on preventing and responding to violence against women.
12. Current drivers' licence.

### **HOW TO APPLY**

To be considered for this role, please provide the following information to the selection panel for assessment of your suitability:

- A letter outlining your knowledge, skills and experience as described above under 'SELECTION CRITERIA' (2 pages maximum).
- Your current resume.
- Contact details of at least 2 referees.

Please submit your resume and letter addressing the selection criteria to [communications@pngbcfw.org](mailto:communications@pngbcfw.org) by 5pm, 9<sup>th</sup> May 2022.