FemiliPNG
care. support. change.

Job Title: Communications Officer

Objective: The purpose of the Communication Officer is to ensure that Femili PNG's communications and fundraising strategies are effective, targeted, and credible. The position will develop and implement strategies to raise Femili PNG's media profile, support in identifying donor resources, raising funds, and assist in writing proposals for long-term organizational sustainability.

Report to: Operations Director – Port Moresby
Coordinate with: Communication and Public Relation Manager, Bel isi and subscribing companies, local media, potential donors

Location: Femili PNG Bel isi Project, Port Moresby.

This Communication and Fundraising Officer will work with the Bel isi project to:

- Collaborate with Bel isi Inc in developing strategies in providing subscribing companies with required information and awareness to strengthen their understanding of the available services and referral pathway for employees undergoing abuse.
- Collaborate with Bel isi PNG in creating content to promote Bel isi work and support to subscribing companies.
- Collaborate with the Communication and Public Relation Manager Femili PNG in developing ideas, IEC materials and messages that promote and advocates to improve services for survivors
- Identify potential donors for support and initiate fundraising activities

Qualifications and Experience (essential):

1. Tertiary qualifications or equivalent in communication, marketing or media related field
2. Experience in copywriting and proofreading within a Public Relations or Communications role.
3. Previous experience in media relations and a record of accomplishment in securing media coverage.
4. Experience in online communications includes developing and implementing online strategies and maintaining websites.
5. Demonstrated ability to work independently and flexibly, as well as cooperatively as part of a team.
6. Demonstrated ability to organize work, manage time, determine priorities, and meet deadlines.
7. Extensive experience in the human services/social services sector providing services to "FSV survivors.

8. Strong interpersonal communication skills including relationship and partnership building, clear and concise information provision, client oriented and managing enquiries and complaints
9. A strong sense of respect and of confidentiality involving both clients and fellow workers.

Desirable:

1. Experience in planning and managing campaign activities
2. Knowledge of legal, health and welfare sectors relevant to FSV target group.
3. Good understanding of the needs and experiences of people who are FSV survivors and the importance of the timely and appropriate
4. Excellent conceptual and analytical skills including emerging issues and risks in relation to service delivery and stakeholder coordination
5. Knowledge and experience in the MS Office, excel, publisher and power point
6. Working knowledge of PNG legislation related to Family and Sexual Violence issues.

Responsibilities:

1. **Media communications**

- Work in collaboration with Communications and PR Manager in developing and maintaining relationships with media outlets and monitoring daily media and advise on reactive media opportunities.
- Identify mainstream media that Femili PNG can work with in publishing stories and articles.
- Develop and pitch proactive media opportunities in consultation with Femili PNG programs.

2. **Femili PNG Bel isi Case Management Centre Communications**

- Focal person for all Bel isi subscribers and other organizations' requests in delivering of outreach and awarenesses and information sessions within NCD.
- Liaise with POM Operations Director and Communications and PR Manager in representing Femili PNG and Bel isi project in events and forums.
- Work with Communications and PR Manager in producing Femili PNG and Bel isi project communication materials such as Femili PNG's quarterly newsletter, brochures, and promotional material
- Collect and produce clients' stories for publication and donor reports.
- Contribute to the development and delivery of communication strategies for events, forums, and policy submissions to Bel isi subscribing companies.

3. **Fundraising**

- In collaboration with Communications and PR Manager, compile and maintain a database of international and local donor organizations (international foundations, bilateral and multilateral agencies and private corporations offering donations)
- Assist Com and Pub Rel Manager in monitoring donor websites and identify and inform donor opportunities matching the work of the organization
- Assist Com and Pub Rel Manager in maintaining Femili PNG websites and regularly update it with information about organization's work

- Undertake online research and build contacts with potential individual donors and raise funds for the activities of the organization.
- Improve and develop communications material for the organization such as brochure, website, annual report, DVD, poster etc.
- Organize or assist in organizing any fundraising events for the organization
- Suggest other innovative ideas for effective resource mobilization.

4. Reporting and administrative responsibilities

- Provide monthly report to P O M Operation Director
- Organizational relationships & accountability
- Assist with other administrative responsibilities.
- Collect feedback during the awareness program and report back to direct supervisor, especially for issues that require action

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HOW TO APPLY?

Your application should include your resume with contact details of three referees, cover letter explaining how you meet the position criteria, and a copy of your recent police clearance.

Applications can be addressed to Femili PNG Lae and emailed to **recruitment@femilipng.org**

Applications close on 30 October 2026.

Only e-mailed applications will be accepted.

You can download the full position description on: http://www.femilipng.org/recruitment/

Femili PNG is committed to the protection of children, and our recruitment procedures reflect this. Femili PNG is committed to fostering an inclusive work environment for all people and encourages applications from people with a disability.