



**Job Title: Community and Outreach Officer**

**Objective:** This position is the action arm of the organization in the community. The main aim is to build strategic relationship with the sectors in the community and conduct variety of outreach and awareness activities.

**Report to:** Deputy Operations Director - Lae

**Work Location:** Based in Lae, but with frequent travel to various provinces

**Qualifications and selection criteria:**

1. University Degree on Community Development, Social Work, Education, Communications or related field; or equivalent experience.
2. Required driving skills and a holder of class 3 driving license (is a bonus)
3. A minimum of three years' experience in successful community Outreach and Awareness on Family and Sexual Violence or related fields
4. Ability to connect and establish strong and effective relationships with the community and community leaders, local government, partner agencies and NGOs
5. Ability to perform several tasks concurrently, highly organise, time management detailed records, complete necessary paperwork and meet deadlines.
6. Experience working with Family and Sexual Violence Survivors in a multi-cultural environment.
7. Excellent public speaking and presentation, written communication, and computer skills
8. A high degree of competence in management of strategy; management of change; leadership; planning; management of budgets; management of resources; monitoring; supervision; reporting; communication; networking; management of self; and management of others.
9. Strong analytical skills; desire to learn and undertake new challenges and new tasks/work; willingness to work hard that pays attention to quality, excellence, and efficiency of work.
10. Encourage teamwork; sensitive to diversity and willingness to work off hours and weekends depending on the needs, and workload.

**Responsibilities:**

1. Point person for all Femili PNG's Outreach and Awareness Campaign in the community.
2. Create and implement annual outreach plan.
3. Regularly update Awareness Database after every awareness.
4. Create contact directory for Outreach activity.
5. Work with Communication and Fundraising Officer in developing FPNG's awareness materials and campaigns in line with organizational objectives
6. Lead in developing Femili PNG's Information, Education and Communication materials for the community and targeted audience in Lae.
7. Liaise with the Administrator and logistic for all the administrative and logistic support requirements in carrying out Outreach activities.
8. Arrange and conduct FSV and Child Protection awareness sessions to various target population such as business houses, schools, churches, community leaders, and community

- population in general.
9. Compile and review available IEC materials regularly to improve IEC materials and ensure that they are informed by PNG FSV definition and related laws.
  10. Coordinate and organize activities for 20 days activism.
  11. Formulate outreach and awareness proposal to identified sectors in the community.
  12. Liaise with the Training Coordinator for community training needs identified by community leaders/sectors.
  13. Prepare, mid-month and end month reports in a timely manner.
  14. Perform any other task assigned by the supervisor.

## **HOW TO APPLY?**

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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 and vaccination card.

Applications can be addressed to Femili PNG HR Manager, P.O Box 616 Lae, Morobe Province, and emailed to our HR Manager at: [recruitment@femilipng.org](mailto:recruitment@femilipng.org)

For more information, email us at: [info@femilipng.org](mailto:info@femilipng.org)

**Applications closes on Tuesday 2<sup>nd</sup> October 2024.**

**Please note: Only e-mailed applications will be accepted.**

You can download the full job description from our website: [www.femilipng.org](http://www.femilipng.org)

*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.*