

# FemiliPNG

care. support. change.

**Job Title:** Technical Manager

**Objective:** The Technical Manager is expected to perform technical functions related to the planning, execution and evaluation of Femili PNG's case management programs and services. The position will work closely across Femili PNG's projects Operations Director, Program Manager and Case Management team in order to review and enhance Femili PNG's case management policies, procedure and systems. The position will liaise with project Operations Director/Program Manager and Case Work team in monitoring case progress and is expected to provide technical support, supervision and training to Femili PNG's Case Workers and Child Protection Officer.

**Reports to:** Chief Executive Officer

**Liaise with:** Executive Management Committee, Operations Director, Program Manager, Training Coordinator, Project In house lawyer and Project Case Management team.

**Location:** Lae

**Qualifications and prerequisites:**

- 1) Bachelor or higher qualification in Law and must be admitted to practice at the National and Supreme Courts of Papua New Guinea.
- 2) Master's degree in Social work or related field with higher qualification
- 3) 5 year experience in the area of gender based violence
- 4) Knowledge and solid understanding of Family and Sexual Violence issues in Papua New Guinea including relevant legislation and policies.
- 5) Ability to build and maintain relationships with government institutions and service provider, partners, particularly the police and the Prosecution Office.
- 6) Comfortable in developing and delivering training on legal issues to staff and partner agencies.

**Desirable:**

- Leadership skills
- Can work under pressure
- Good organizational and communication skills
- Experience working in a team

**Main Responsibilities:**

**1. Case Management**

- Provide technical support to Project OD's/Program Manager, In-house lawyer in the delivery of effective and professional services to survivors
- Monitor and evaluate the case management service, assessing the effectiveness of the service approach;
- Provide technical advice on cases, especially high risk and complex and monitor the progress through regular case reviews, in coordination with the OD/Program Manager, In house lawyer and Case Worker Managers;
- Oversee the implementation of case management policies and procedures, particularly as they relate to high risk cases;

- Undertake a thorough review of case management policies and procedures, including identifying gaps and recommending effective strategies to address the gaps identified;
- Assist the projects if the project has no legal officer/focal point for all the project cases requiring immediate legal intervention
- Attend project case conferencing, case discussions and case presentations
- Present challenging cases that require immediate attention from national institution at the national level.
- Represent Femili PNG in domestic and international case management meetings and workshops
- Conduct regular projects visits
- Oversee the quality of legal service provided to clients in collaboration with the case workers.
- Advise on changes and current practices

## **2. Advocacy and Networking**

- Identify project level risks and action items and raise it to a higher level
- maintain presence of Femili PNG in meetings
- Convene regular meetings and interactions with OD on day to day challenges in managing cases that require higher interventions
- Liaise with legal and welfare institutions and NGOs/ CSOs that responsible for cases
- Attend workshops and meetings related to Femili PNG work
- Participate in providing orientation to agencies or institutions that interested to know Femili PNG work.

## **3. Training and Development. Internal and External**

- Assist in developing/develop training module for staff
- Assist/conduct regular training to Case Workers to build professional capacity and support staff learning and development
- Provide recommendation for staff trainings on areas of improvement
- Liaise with Training Coordinator on staff training preparations
- Liaise with potential training institutions
- Conduct case management team annual reflection workshop
- Assist in facilitating trainings in collaboration with Training Coordinator
- Assist in updating training materials for partners
- Assess domestic and international trainings and workshops availability
- Attend domestic and international trainings

## **4. Reporting**

- Prepare monthly reports and submit
- Prepare and submit trip reports

## **5. Management**

- Assist in the review of Femili PNG policies e.g. HR Policy, Child Protection and provide legal opinion in relation to PNG law and it's applicability to the context.
- Compliance to Femili PNG legal obligation (check and balance)
- To serve as one of the EMC member
- Review commercial leases and agreements, MOUs, and other legal for Femili PNG as required by the organisation.
- To do legal representation for the organisation

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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 HR Manager, Femili PNG Port Moresby and emailed to [recruitment@femilipng.org](mailto:recruitment@femilipng.org)

**Applications close on Friday 08<sup>th</sup> May 2026**

**Only e-mail 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.*