



VACANCIES: BUILDING ELECTIONS INTEGRITY THROUGH PARTNERSHIP (BEIP) PROJECT

Transparency International PNG (TIPNG) is a non-government organization dedicated to fighting corruption in PNG and promoting transparency, honesty and accountability in public and private dealings. TIPNG is looking for suitable applicants to fill the following positions:

1. **Coordinator** – Building Elections Integrity through Partnership (BEIP) Project
2. **Communications Officer** - Building Elections Integrity through Partnership (BEIP) Project
3. **Administration Officer** - Building Elections Integrity through Partnership (BEIP) Project
4. **Finance Officer** - Building Elections Integrity through Partnership (BEIP) Project

Terms of Reference - BEIP Project Coordinator

- Position Title: Project Coordinator – Building Elections Integrity through Partnership (BEIP) Project
- Reports to: Deputy Director – Policy & Advocacy
- Duration: 2026-2028 (2 Years)
- Location: Port Moresby with domestic travel as required

Background

TIPNG's BEIP Project seeks to generate, sustain and support demand for meaningful, long-term reforms to strengthen electoral integrity in PNG. BEIP achieves this through three strategic components:

- Voter Information
- Election Observation
- Post-Election Engagement

The Project Coordinator leads the planning, delivery, and oversight of all BEIP activities.

Generic Responsibilities

1. Adherence to TIPNG policies and guidelines
2. Prepare and develop reports as required by management
3. Ensure proper filing of documents - online and offline
4. Live and breathe the values of TIPNG within and outside of the organisation and throughout all work carried out on behalf of the organisation
5. Actively seek Membership for TIPNG amongst stakeholders

Specific Responsibilities

1. Project Management & Delivery

- Lead the overall delivery of the BEIP Project in line with the donor agreement and TIPNG Strategy
 - Develop annual and quarterly work plans, ensuring alignment to the three BEIP components
 - Coordinate implementation across activities, partners, and internal SPA teams
 - Track progress against milestones and ensure timely execution
 - Ensure high-quality reports, briefs, and submissions to TIPNG Management and donors
2. Team Management
 - Directly supervise the BEIP team: Communications Officer, Administration Officer, Finance Officer
 - Lead performance monitoring and professional development of project staff
 - Build a culture of collaboration, integrity, innovation and high performance
 - Convene weekly BEIP team meetings and ensure cross-component alignment across TIPNG's SPAs.
 3. Financial Oversight
 - Oversee project budget planning, tracking and reporting
 - Monitor expenditure and ensure compliance with donor visibility and procurement requirements
 - Ensure financial reporting deadlines are met, including annual audits
 4. Stakeholder & Network Coordination
 - Collaborate with Electoral Commission, CSO partners, networks, faith-based organizations, universities and observers
 - Manage partnership engagements under all three components including MOUs, joint activities, and consultations
 - Represent TIPNG in meetings, forums and technical working groups related to elections integrity
 5. Oversight of Election Observation
 - Oversee nationwide observation planning, training, deployment and reporting
 - Supervise the Consultant preparing the Observation Report and ensure delivery of a high-quality final report
 - Ensure lessons learned are integrated into future policy engagement
 6. Voter Information & Post-Election Engagement
 - Ensure content accuracy and approval of all voter information materials
 - Oversee dialogues, forums, community outreach, and civil society engagement
 - Lead coordinated policy dialogues post-election

Qualification, Experience & Skills Requirements

1. Bachelor's degree in political science, public policy, management, law, or related fields
2. Demonstrable knowledge of PNG's electoral process
3. Minimum 3–5 years of donor-funded project management experience

4. Strong financial management and reporting skills
5. High-level English writing and stakeholder engagement skills
6. Able to multitask, meet strict deadlines, and work under pressure
7. Demonstrated integrity, leadership and commitment to anti-corruption values
8. Driver's licence (desirable)

Position Title: Project Communications Officer – BEIP
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Reports to: BEIP Project Coordinator

Duration: 2026-2028 (2 Years)

Generic Responsibilities

1. Adherence to TIPNG policies and guidelines
2. Prepare and develop reports as required by management
3. Ensure proper filing of documents - online and offline
4. Live and breathe the values of TIPNG within and outside of the organisation and throughout all work carried out on behalf of the organisation
5. Actively seek Membership for TIPNG amongst stakeholders

Specific Responsibilities

1. Strategic Communications for BEIP
 - Lead the implementation of the BEIP Communications Plan aligned with TIPNG Strategy
 - Produce accurate, accessible and inclusive content for the Voter Information component
 - Draft speeches, press statements, briefing notes and feature articles for project activities
 - Monitor, evaluate and report on visibility and reach across digital and traditional media
2. Digital Content & Media
 - Develop digital content including graphics, videos and educational posts
 - Update BEIP project pages on the TIPNG website in collaboration with the Deputy Director - Communications
 - Produce content for election observation training, deployment, and public updates
 - Draft and disseminate media releases; arrange interviews; prepare talking points
3. Visibility & Branding
 - Produce all BEIP visibility materials (banners, posters, booklets, infographics) in line with TIPNG brand guidelines
 - Ensure donor visibility requirements are met
 - Support public events, launches, community forums and dialogues
4. Monitoring Media & Public Sentiment
 - Track and analyse national media coverage on elections
 - Provide daily or weekly media briefs to the BEIP team and TIPNG management

- Identify risks to public messaging and propose mitigation strategies
5. Financial Management
 - Manage the BEIP communications budget and report on expenditure
 - Ensure cost-efficient procurement of communications outputs and service providers

Qualification, Experience & Skills Requirements

1. Bachelor's degree in communications, media, PR or related field
2. Demonstrable experience in communications, preferably in governance or elections
3. Knowledge of PNG's electoral process
4. Strong writing, editing, layout and design skills
5. Experience with Adobe Suite, Canva or equivalent tools
6. Strong digital communications experience
7. Ability to work under pressure and meet tight deadlines
8. Interest in anti-corruption and democracy issues

TOR – BEIP Project Administration Officer
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- Position Title: Project Administration Officer – BEIP
- Reports to: Project Coordinator
- Duration: Full Project Duration

Generic Responsibilities

1. Adherence to TIPNG policies and guidelines
2. Prepare and develop reports as required by management
3. Ensure proper filing of documents - online and offline
4. Live and breathe the values of TIPNG within and outside of the organisation and throughout all work carried out on behalf of the organisation
5. Actively seek Membership for TIPNG amongst stakeholders

Specific Responsibilities

1. Administrative & Logistics Support
 - Maintain minutes of all BEIP meetings and stakeholder engagements
 - Provide logistics support for all BEIP components (travel, accommodation, venue hire, catering, printing)
 - Organise consultation workshops, observation trainings, dialogue sessions, and outreach events
 - Maintain structured digital and physical filing systems for all project records
2. Stakeholder Coordination
 - Maintain an up-to-date database of BEIP partners, observers, networks and institutions
 - Support engagement with the Electoral Commission, civil society groups, universities and community partners

- Assist with invitations, follow-ups, meeting scheduling and correspondence
3. Support to Voter Information & Civic Awareness
 - Assist in distributing voter information materials and tracking distribution
 - Support community outreach, awareness forums, and provincial network engagements
 4. Support to Election Observation Component
 - Support logistics for observer recruitment, training, deployment and data collection
 - Assist in preparing election kits, checklists, briefing packages and deployment plans
 5. Reporting Support
 - Support preparation of operational and donor reports
 - Compile event summaries, attendance sheets and evaluation forms

Qualification, Experience & Skills Requirements

1. Diploma or bachelor's degree in management, development studies, political science or related field
2. Experience in administration, logistics or project support
3. Knowledge of PNG electoral process (desirable)
4. Strong organisational, coordination and multitasking skills
5. Competency in MS Office
6. Ability to work under pressure and meet deadlines
7. Interest in anti-corruption and democracy issues
Driver's licence (desirable)

TOR – BEIP Project Finance Officer

- Position Title: Project Finance Officer – BEIP
- Reports to: Project Coordinator (with technical oversight from Finance Manager)
- Duration: Full Project Duration

Generic Responsibilities

1. Adherence to TIPNG policies and guidelines
2. Prepare and develop reports as required by management
3. Ensure proper filing of documents - online and offline
4. Live and breathe the values of TIPNG within and outside of the organisation and throughout all work carried out on behalf of the organisation
5. Actively seek Membership for TIPNG amongst stakeholders

Specific Responsibilities

1. Financial Operations
 - Prepare, process and reconcile all BEIP project payments, requisitions and purchase orders
 - Maintain monthly financial records including ledgers, cashbooks, acquittals, and reconciliation reports

- Track expenditure for all BEIP components: Voter Information, Observation, Post-Election Engagement
 - Manage invoices, supplier payments, and procurement documentation
2. Budget Monitoring & Reporting
 - Monitor project budget utilisation and provide monthly budget variance reports
 - Support the Project Coordinator with financial inputs for donor reports
 - Ensure compliance with donor procurement, visibility and financial reporting standards
 - Assist in preparing annual audit documentation and responding to queries
 3. Procurement & Compliance
 - Maintain purchase order register and ensure value-for-money procurement
 - Support logistics procurement for events, travel, printing, venues and services
 - Ensure all procurement documentation aligns with TIPNG's finance policy
 4. Support to Project Components
 - Manage payment and acquittal processes for observer deployments
 - Track costs for materials, communications products, travel and outreach
 - Ensure proper coding of all BEIP activities into MYOB or TIPNG's accounting system

Qualification, Experience & Skills Requirements

1. Diploma or bachelor's degree in accounting, finance, business or related field
2. At least 2 years experience in finance or accounting roles
3. Experience with MYOB or accounting software (desirable)
4. Strong numerical accuracy and attention to detail
5. Understanding of donor-funded project compliance (advantage)
6. Ability to work under pressure and meet strict deadlines
7. Demonstrated integrity and accountability

Applications must include 3 referees with reliable telephone number and/or email address. Send applications to:

**The Chief Executive Officer
Transparency International PNG Inc.
P O Box 591, Port Moresby, NCD**

**Applications can be emailed to info@transparencypng.org.pg or dropped off at the TIPNG office:
Section 54, Lot 31, Lokua Avenue, Boroko**

For more information, call Tel: 3234917 or 3237517.

Applications close on: Tuesday 10th February 2025 at 5.00pm