



The Research and Conservation Foundation of PNG (RCF) is one of the longest established, nationally managed conservation organizations in the country. RCF is best known for implementing two major conservation initiatives in PNG: a Conservation Education Program (CEP) and an Integrated Conservation and Development Project (ICAD) in the country's largest forested 'protected area'. CEP works by training teachers to improve environmental education in schools in PNG and promotes the sustainable use of natural resources through awareness activities and the ICAD works with rural communities within the Crater Mountain Wildlife Management Area by facilitating sustainable land-use and enhancing livelihoods through community-driven income-generating and social support activities. RCF is managed by a Senior Management Team that reports directly to the Board of Directors. For more information, visit our website on [www.rcf.org.pg](http://www.rcf.org.pg).

RCF seeks to fill two positions in its Senior Management Team:

- **Crater Mountain Project Manager**
- **Finance and Administration Manager**

Depending on the skills and experience of the applicants of these positions, one of the successful candidates will also take on the additional responsibilities of:

- **Team Leader, Senior Management Team**

### **Crater Mountain Project Manager**

The primary responsibility of the position is to lead the team responsible for implementing the CMP activities.

#### *Key Responsibilities - Crater Mountain Project Manager*

- Work with senior managers and staff to ensure RCF achieves its conservation goals
- Manage the CMP and supervise the team implementing the project
- Conduct on-going evaluation of the CMP and enact measure to improve performance as required
- Development of a strategy, in support of the local community, for the CMP beyond the current plan and funding envelop
- Ensure standardized systems and procedures are in place and used for all CMP activities
- Ensure the active involvement of local people in the CMP to empower their self-reliance
- Develop project proposals and raise funds for the CMP
- Report CMP updates and financial performance in a timely manner to donors and the RCF Board
- With the RCF Board and staff, participate in a review of the overall RCF structure and strategy

*Applicant requirements - Crater Mountain Project Manager*

- Suitable degree, preferably at Masters level in environmental science, conservation or community or business development
- 5-10 years experience working in conservation or community development in Melanesia
- Proven experience in project management and staff supervision
- Proven experience in project design and proposal writing
- Have an understanding of conservation and development challenges and opportunities in rural PNG
- Capable of the physical challenge of visiting remote and rugged field locations.
- Fluency in English and Tok Pisin
- Be sensitive to gender equity issues
- Have some good conflict resolution skills
- Able to work overtime and under pressure
- Be a team player with good interpersonal skills

**Finance and Administration Manager**

The primary responsibility of the position is to ensure effective and efficient financial accounting, administration, and human resource and property management systems of RCF.

*Key Responsibilities - Finance and Administration Manager*

- Direct and supervise an effective and efficient office operation and coordinate all matters related to the board and the management team in close consultation with the respective line managers.
- Assist in proposal writing, report preparation, annual reports, annual returns and others as required from time to time.
- Organize and coordinate annual staff performance appraisal, staff employment award and contract and recruitment process.
- Implement and regularly update the human resource policy hand book for compliance and relevance where appropriate.
- Direct the existence and implementation of a sound financial accounting and management system for correctly and timely production and reporting of financial reports as required by the organization and its donors
- Manage and supervise the development, maintenance and operation of the organization's properties, including office space rental and guest house activities.

*Applicant requirements - Finance and Administration Manager*

- Degree in Financial Accounting and Administration Management (preferably at advanced level)
- A minimum of three (3) years of work experience in similar position preferably with a non government organization.
- A registered CPAPNG member

- Must be computer literate with practical knowledge in MYOB accounting software.
- Have some background in project planning and property management.
- Have some experience in fund raising through proposal writing
- Excellent organizational, verbal and written communication skills
- A team player
- Have good inter-personal and conflict resolution skills
- Able to work overtime and under pressure

### **Team Leader, Senior Management Team**

The primary responsibility of this position is to provide leadership in the organization as a whole through the Senior Management Team. The appointee will take an overall responsibility for official representation, maintaining and supporting an effective management team, organizing quarterly board meetings and annual reports, maintain routine communication with the Board and taking leadership on organizational matters related to structure, policies and strategies review. This position comes with an associated increase in salary and benefits.

Please submit your full applications through the email or post, including a CV, with three referees and attention to;

The Selection Committee  
Research and Conservation Foundation of PNG  
PO Box 1261, Goroka, EHP.  
Email: [rcf@rcf.org.pg](mailto:rcf@rcf.org.pg)

Both positions will be based in Goroka. RCF is an equal opportunity employer. Application closes on 30<sup>th</sup> June 2011.

**Note: Only shortlisted applicant will be informed**