



POSITION: PROGRAMS MANAGER

The Voice Inc. (TVI) is a dynamic development organization that believes in the power and potential of young people.

Position	Program Manager: Universities
Reporting to	Operations Director & Senior Management
Direct Reports	Three University based Programs Officers
Objectives	<ol style="list-style-type: none"> 1. To transition of TVI's work on University campuses to the new model 2. To oversee an effective and impactful Clean Gen program at University of PNG (UPNG), PNG University of Technology (PNG UOT) & University of Goroka (UOG).
Key Responsibilities	<p>The Program Manager: Universities has general oversight of all TVIs work on University Campuses, our historical and high priority area of work. This role has critical oversight of a transition in this space which sees TVI opening up our programs to a much greater proportion of each Universities student population.</p> <p>Program Transition</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supported by the TVI leadership team, oversee the 2018- 2019 transition to Finding Your Voice and the new Clean Gen approach on campus <input type="checkbox"/> Work with the three University administrations to complete new MOUs reflecting the new way of working together <p>Program Coordination</p> <ul style="list-style-type: none"> <input type="checkbox"/> Oversee the successful implementation of the Clean Gen Campaign in UPNG, PNG UOT and UoG. <input type="checkbox"/> Oversee the running of TVI's Centres for Leadership at UoG and UPNG and PNG UOT. <input type="checkbox"/> Work within the budgeted amounts to ensure the programs are implemented within the limits set. <p>Manage work with Student Associations, Student Services and University Administrations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Oversee Program Officers work with the leaders of other student associations to support their leadership development and enhance their actions on campus and off that align with Clean Gen.

	<ul style="list-style-type: none"> <input type="checkbox"/> Meet and work with Students Services staff and Student Administrations to support their ability to enhance student leadership (eg. Dorm Leaders, SRCs). <input type="checkbox"/> Manage the ongoing relationship with University Administrations, including ensuring regular updates of TVI campus activities are provided to student services and administrations <p>Marketing and Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitate and support the flow of stories and images from campuses to the TVI head office and Media and Communication Officer <input type="checkbox"/> Facilitate the flow of Marketing campaigns and material from TVI head office to campuses when relevant <p>Monitoring and Evaluation and Learning (MEL)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facilitate and support the flow of reports and data from campuses to the TVI head office and officer responsible for MEL <input type="checkbox"/> Support in the analysis of data and improvement in TVI MEL systems <input type="checkbox"/> Facilitate annual on campus learning events/ workshops to review the impact of activities, capture learnings and improve practices for the following year <p>TVI Internal and External Leadership</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist in the development of proposals, strategic meetings, attendance at high level events as required to support TVI leadership <input type="checkbox"/> Support an internal TVI culture of learning, development and critical reflection <input type="checkbox"/> Support in the development and implementation of effective processes and policy that assist TVI to become a highly effective organisation <p>Partnerships</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support emerging relationships with Secondary Schools <input type="checkbox"/> Support the identification of organisations on and off campus with similar values and activities and explore the development of partnerships
Remuneration	This is a leadership position within TVI and is remunerated accordingly
Selection Criteria	<ol style="list-style-type: none"> 1. A minimum bachelor level qualification in development, community work, project management or similar 2. Proven experience in management of complex projects involving multiple partners 3. At least 5 years' experience working with NGOs, the development or education sector 4. Proven experience in successfully leading a small to medium size team 5. Proven experience in Marketing and Communication, especially involving knowledge of social media and online platforms

	<p>6. Proven experience in Monitoring, Evaluation and Learning 7. High level skills in writing and verbal communication eg presenting</p> <p>Knowledge of The Voice Inc programs and the University sector is desirable.</p>
<p>Application Process</p>	<p>To apply please email:</p> <ol style="list-style-type: none"> 1. Your Resume 2. Response to selection criteria of no more than 2 pages 3. Optional Cover letter of no more than 1 page <p>To: info@thevoicepng.org Deadline for applications is: 5pm 26 September 2018. For more information call: 7203 2055</p>