



POSITION: SENIOR ALUMNI OFFICER

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

Reporting to	Programs Manager
Location	The Voice Office in Port Moresby
Objective	Implement and Manage TVI's Alumni Program
Direct Reports	Story Bank Officer, Alumni Officers
Key Responsibilities	<p>The Alumni Officer will support The Voice Board and Management devise, implement and manage the ongoing leadership journey of the TVI Alumni.</p> <p>1. Alumni Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Creating a database for all existing members of TVI; <input type="checkbox"/> Handling membership registration for the year; <input type="checkbox"/> Building a structure for membership recruitment and maintenance <input type="checkbox"/> Supporting the Programs Manager develop leadership training offerings for the Alumni in line with our TVI leadership capability framework <p>2. Grant Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Designing alumni grant guidelines and processes (forms etc.) <input type="checkbox"/> Managing funding and contracts for alumni to support change projects <p>3. Event Management</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organizing quarterly networking events; <input type="checkbox"/> Organizing the Leadership Conference for Members <p>3. Monitoring and Evaluation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collecting change stories from all alumni and students in TVI; <input type="checkbox"/> Producing quarterly reports for donors against key indicators; <input type="checkbox"/> Ensuring constant supply of change stories for story bank; <p>4. Organizational support</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide support to Operations Director for all human resource related matters;
Selection Criteria	<ol style="list-style-type: none"> 1. A minimum bachelor level qualification, post graduate qualification a bonus. 2. Significant experience in an alumni relations, fundraising, public relations or similar role. 3. Experience database entry, M&E frameworks and reporting writing 4. Strong project management skills

	<ul style="list-style-type: none"> 5. Good financial planning and budgetary skills 6. Experience of delivering high-quality events and communications within a wider strategic framework 7. Knowledge and experience of the Higher Education sector 8. Full clean driving license
Remuneration	TBC
Application Process	<p>To apply please email:</p> <ul 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</p> <p>Deadline for applications is: 5:00pm 29 November 2018. For more information call: 7203 2055</p>