



# NDRAC

National Disability Resource & Advocacy Centre

DIVINE WORD UNIVERSITY, P O BOX 483 MADANG, MADANG PROVINCE, PNG



## POSITION VACANT

### FINANCE AND ADMINISTRATIVE OFFICER

Reports to: Project Coordinator and NDRAC Board

Cooperates with: Department of Community Development, PNGADP, NBDP, Provincial Resource Centres, Disabled People Organisations (DPO), and Divine Word University

#### JOB SUMMARY

The Finance and Administrative Officer of the National Disability Resource and Advocacy Centre (NDRAC) will hold a key position in supporting the Project Coordinator to develop and maintain financial and administrative systems to ensure the smooth running of the organisation. The post holder will ensure that NDRAC is financially accountable and has systems in place to report NDRAC's activities to our donors. He/she must have an in-depth understanding of disability issues in Papua New Guinea and be committed to developing an inclusive society. This role requires the ability to work independently and some travel may be required.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

- Manage and maintain financial systems, including; financial accounts, banking, financial reports to donors, record income and expenditure, project acquittals
- Support Coordinator and Communications officers with donor report writing on a quarterly basis
- Make all travel, accommodation and meeting arrangements for Programme Coordinator and Communications Officer;
- Support with the organisation and delivery of events, workshops and meetings
- General office administration to support Coordinator and Communications officers.
- Take a lead on social media for NDRAC (Facebook and Twitter)
- Support Coordinator with data collection on disability matters in Papua New Guinea
- Keep and develop NDRAC's contacts database
- Performs other duties and functions that are assigned or delegated by NDRAC Project Coordinator
- Act as NDRAC's first point of contact for partners, donors, clients and other stakeholders
- Support NDRAC Project Coordinator in the preparation of funding proposals.

#### POSITION AND PERSON SPECIFICATION

Qualifications – .

The successful applicant must possess the following:

- At least 3 years experience managing an office and working with financial accounts.
- Has an eye for detail and ability to keep accurate and detailed records
- Computer literate (MS Office and use of social media)
- Fluent in speaking and writing English and Tok Pisin
- Experience of writing reports
- Hands on team player who is energetic, has integrity and is accountable for performance and outcomes
- Experience of dealing with donor organisations.
- Ability to prioritise and manage several projects at one time.
- Understand the needs of persons with disabilities
- Work under minimum supervision

**Special notice** – As NDRAC is aiming to be the voice of disabled people in Papua New Guinea, it is essential that the post-holder has a disability in order to ensure that NDRAC begins to fulfil our aim of becoming a Disabled Persons Organisation.

Written applications with copies of qualifications and names of three referees and a reliable telephone number/ email contact should be directed to:

**DEADLINE - Please submit all applications by Thursday 25th April.**

The Project Coordinator  
National Disability Resource & Advocacy Centre (NDRAC)  
Divine Word University  
P O Box 483 MADANG  
Madang Province  
Papua New Guinea  
Email: [rbanasi@dwu.ac.pg](mailto:rbanasi@dwu.ac.pg) or [ed\\_howarth@yahoo.co.uk](mailto:ed_howarth@yahoo.co.uk)  
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