



Job Announcement

ABOUT CUFU:

Cufa is an Australian international aid agency working to combat poverty in the Asia Pacific region. Our programs focus on financial inclusion and sustainable livelihoods. In PNG, Cufa works to develop children’s financial literacy and support micro-enterprise development, as well as a number of other impactful and important economic projects.

Cufa is seeking an eager and highly motivated **Project Officer** to join its dynamic, fast-moving, and hard-working team to support the pilot of our **Children’s Financial Literacy (CFL) program**. The role is based in Port Moresby. The purpose of this role is to conduct financial literacy training to students in primary schools in target areas and provide the administrative support to the CFL Lead Trainer.

POSITION TITLE: Project Officer

EMPLOYMENT TYPE: Full-time

LOCATION: Based in the National Capital District

SALARY:

EOI DEADLINE: Thursday 22 December 2022, with start date in mid-January 2023

KEY RELATIONSHIPS:

- This position reports to the CFL Lead Trainer
- Work closely with the CFL Lead Trainer
- Local communities and partners
- School directors, teachers, and banks
- Sub-governmental stakeholders (Department of Education)
- Equal Playing Field
- External partners

PURPOSE OF THE POSITION:

The **Project Officer** will support the training related to financial literacy to 150 target children in 3 primary schools and work closely with local authority, community leaders and banks to make sure the project outcomes are met under support of the CFL Lead Trainer.

KEY RESPONSIBILITIES:

The **Project Officer** will be responsible for delivery the activities including:

- Help provide financial literacy training to children aged between 10-16 years old in primary and lower secondary schools by using and adapting available material from our Aflatoun partner platform, and Cufa CFL module training in curriculum and App in Tablets from Cambodia
- Conduct teacher workshops with target school to raise awareness among teachers related to Children Financial Literacy program
- Conduct home visits to children’s family nearby targeted schools to encourage children in saving and raise the awareness of financial literacy to their parents.
- Follow up children improvement after participated in training and encourage them in saving
- Work closely with community leaders to identify saving banks and link them to the children to open saving account

- Provide regular monthly report and data tracking based on the outcome achieved. Working with stakeholders to identify new schools for next fiscal year of the project.
- Be a key person to communicate and negotiate with local partners such as local authorities, school principals, community leaders and community people.

JOB REQUIREMENTS

TECHNICAL COMPETENCIES:

Essential

- Have at least 2 years' experience in training or teaching the children
- Demonstrate experience related to financial literacy
- Demonstrate experience in providing training, community mobilization and building networking
- Experience working independently with less supervision
- Demonstrate ability in report writing skills – qualitative and quantitative
- Commit to travelling in rural area of the project sites
- Strong English proficiency (writing, speaking, listening, and reading)
- Good at Microsoft office (Word, Excel, PowerPoint, internet and email)
- Good negotiation skill with different stakeholders
- Be flexible, honest and hard-working and attentive to details
- Good interpersonal skills with the ability to establish and maintain good working relationships with partner organizations and stakeholders such as government departments
- Ability to work under pressure and create a good team work environment

Desirable

- Bachelor degree in Finance and Banking, Accounting or Education and other related fields
- Good computer literacy, Microsoft Office, Internet and Email

PERSONAL COMPETENCIES:

Essential

- Flexible and adjusts well to change
- Ability to work independently with less supervision
- Understanding of child protection policy and commitment to safeguarding the well-being of Children
- Ability to take initiative, be self-motivated in work practices, set priorities for self and meet required deadlines

Desirable:

- Knowledge of financial concept
- Experience in community mobilization
- Knowledge of child protection policy

Interested candidate please submit CV & Cover Letter to jobs@cufa.org.au . Only short-listed will be notified.