



Australian Business Volunteers

Position Description: PAU011120

Role Title:	Better Business Governance (BBG) Program Facilitators
ABV Project Name:	Apeketon Business Hub (ABH)
Partner Organisation:	Newcrest Mining Lihir
Assignment Start Date:	BBG #1 and #2: Apr 2023 (2 courses) BBG #3: Aug 2023 (1 course) BBG #4: Sep 2023 (1 course) (note: exact travel dates TBC pending visa processing).
Duration:	<ul style="list-style-type: none">• It is a 3-day training program.• 2-3 weeks stay on the Island of Lihir for assessment before the training and ongoing onsite support after the training• Optional ongoing online support estim. 1-2 hours per week over 3-6 months
Location:	Lihir Island, Papua New Guinea.
Time Commitment:	On-site (Full-time) (Note: optional ongoing online support estim. 1-2 hours per week over 3-6 months)

Primary Purpose of the Position

To support the ABV in-country team in the delivery of training to BBG program course participants including adapt the training materials for appropriate delivery where necessary. Specifically, advise ABV PNG team on the delivery of the training program including coaching and mentoring.

Selection Criteria

Formal qualification in Business Management, Finance, governance, or a related field. The combined experience and skills of the skilled business professional required are:

Experience and skills:

- At least 5 years teaching/training adult learners
- At least 5 years of experience in the business sector
- Experience in governance and compliance in business
- Excellent analytical and problem-solving skills
- Excellent communication and interpersonal skills, able to work productively with a range of stakeholders, and the ability to communicate effectively with people from diverse backgrounds.
- Ability to work with businesses in developing countries or small communities.
- Collaborative, team player with prior managerial/mentoring experience

Personal Attributes:

- Patience, tolerance, and flexibility.
- Cultural sensitivity and awareness.
- Trauma-awareness / empathy for working with disaster-affected communities
- Comfort in building relationships face to face and remotely (using online communication channels).
- An ability to cope in a challenging environment with limited resources.



Please submit your basic Expression of Interest to recruitment@abv.org.au as soon as possible, confirming the following:

- Prefer assignment start date(s)
- You have the relevant skills and experience outlined in the Selection Criteria.
- Confirmation that you are a registered volunteer with ABV or are willing to go through ABV's screening process to become a registered volunteer
- If there are any special considerations, we would need to make for you

*Please note: At this stage there is no need to write a response to selection criteria.

What will happen next?

- ABV will review all applications as they are received
- Shortlisted candidates will be sent a Terms of Reference (ToR) document (aka Assignment Description) and may be requested to return a detailed Expression of Interest (EoI) addressing the selection criteria in the ToR.
- ABV will communicate with all candidates to let them know the outcome of their application.