

Secretary General's Position Vacant

Applications Close 31st October 2013

Country Women's Association Vision

The Country Women's Association of Madang envisions a society that promotes the family through Love, Respect, Gender Equality and Development.

We seek someone who shares this vision for the position of Secretary General for an immediate start. The incumbent reports directly to the CWA Executive Committee.

Overall Purpose

The Secretary General has a number of unique and diverse roles and responsibilities. He/she serves as a key representative of the organization and as an advocate on CWA's aim to improve the lives of women, children and families in rural Madang.

Essential Qualifications

Degree/Advanced Diploma in Project Management/Community Services and at least 2 years experience in management of community development projects or programs

Essential Skills and Knowledge

- Professional Ethics
- Community Development
- Managing Teams
- Project Management & Financial Reporting
- Strategic Planning
- Written and Interpersonal Communication
- Liaison and Networking
- Meeting and Training Facilitation

Interested person should submit an application with CV & references to one of the following:

Mail to:
Secretary General Position
PO Box 154
Madang,

Hand delivery:
CWA Office, Coast Watchers Avenue

Email:
madang.cwa@global.net.pg



COUNTRY WOMEN'S ASSOCIATION

PO Box 154, Madang, Papua New Guinea

Tel: 675-422-2216 Fax: 675-422-1606

Email: madang.cwa@global.net.pg

Website: <http://madangcwapng.weebly.com/>
