



**Centre for Environmental Law and Community Rights, Inc.
Friends of the Earth Papua New Guinea**

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Position Description Title: Fundraising Officer

Location: Port Moresby

Position reports to: Executive Director

Supervises: Volunteers and interns

Section: Organizational Support

About CELCOR/Friends of the Earth Papua New Guinea and programme of work

Centre for Environmental Law & Community Rights Inc (CELCOR) is a public interest legal NGO with special focus on awareness raising, policy development and capacity building for communities affected by logging, mining, oil palm, extractive industries and marine development areas to have their voices heard appropriately. CELCOR was established in February 2000 and is governed by the Board of Directors; and is staffed by an Executive Director, Lawyers, Campaigners, and Finance and Administrative Support team.

Since its inception CELCOR has been providing free legal advice and assistance to customary landowners, NGOs and CBOs affected by developmental activities. The organisation had also been involved in policy analysis and development works notably the efforts to educate landowners about their rights under the laws through community based legal education programme.

CELCOR has been instrumental in initiating, contributing to, and supporting partnerships and alliances with other organizations to achieve environmental protection within PNG and the region. It is a member of the Friends of the Earth, and is now working with partner NGOs in Indonesia, Malaysia, Australia, Solomon Islands and the Philippines on issues relating to illegal logging and protections of indigenous rights. It is also a member of the "Ring of Fire Coalition" which is a dynamic group of forest activists from 10 countries around the Pacific Rim, dedicated to reforming Japan and USA on consumption of timber from their native forests. CELCOR's lawyers are also members of Environmental Lawyers Alliance Worldwide (ELAW), a global network of public interest law advocates including lawyers and scientists.

It is well regarded by other NGO partners for its work on policy, advocacy and analysis, especially forestry laws and policies.

There are three strategic sections under which its programmes are organized and implemented:

1. Direct Legal Assistance and Policy Research and Law Reform, and
2. Campaign and Community Legal Education
3. Finance and Administration

CELCOR as a not for profit making organisation, all its activities and operations are funded by donors from around the world. As such, CELCOR's activities are focused on its organisational mission and vision that captures donors funding objectives towards protection of the environment and human rights.

About the Role

Key Responsibilities

- Researching and establishing donor database
- Project proposal writing and donor report writing
- Keeping files of donor contracts and reporting on a timely basis
- Conduct project proposal writing training to partner CBOs throughout PNG.
- Attend regular staff and programme meetings and provide reports and updates on proposal writing and donor reporting work to all staff
- Attend conferences, seminars, workshops, and meeting on work related matters as directed
- Liaise and maintain communications with CELCOR's allies and partners within PNG and abroad.
- Compile and produce annual reports

- Recruit membership and Keep database of CELCOR Membership

- Organize CELCOR Annual General Meetings.
- Take lead in documenting and managing datasets for internal project monitoring and evaluations.
- Take the lead in organizing and developing annual workplans and budgets as well as leading, planning, organizing, and coordinating CELCOR's internal quarterly activity monitoring and evaluation (M&E) processes.

Selection Criteria

- Have a degree in social science, environmental science or project management with three years of work experience in project proposal writing and donor liaison activities. Demonstrated experience in effective proposal writing and donor reporting
- Demonstrated experience in capacity building and skill-transfer to staff and commitment to CELCOR's performance management processes
- Demonstrated ability to manage multiple tasks and complete assignments within timeframes and budgets
- Representational skills including experience developing networks and relationships with government, civil society and other stakeholders.
- Demonstrated understanding of gender equality and commitment to CELCOR's approach and values including diversity and cultural sensitivity.
- Demonstrated ability to facilitate and develop corporate planning and budgeting.