



**Respect, Presence, Compassion and Justice**

## **Callan Services for Persons with Disabilities - National Unit**

*(A capacity building agency within the Network of Callan Services -  
Education, Community Based Rehabilitation and Health Services for Persons with Disabilities)*

The Network of Callan Services is the largest provider of services to children and adults with disabilities in Papua New Guinea. The Network exists as a result of collaboration between the National Department of Education, Catholic and other education agencies, a number of NGOs and Callan Services National Unit (CSNU), a faith based NGO conducted by the Congregation of Christian Brothers.

The Network consists of a national coordinating, training and support agency (CSNU), Callan Studies National Institute (CSNI) that provides training in inclusive education and 19 Inclusive Education Resource Centres (IERCs) located across PNG.

CSNU is currently seeking applications for the position of:

## **Deputy Director**

The successful candidate will be a person who:

- has the capacity to work in challenging situations,
- can grow and adapt within a changing and rapidly developing organisation,
- will work collaboratively within a staff that is passionate, committed and creative,
- has the initiative to propose new ideas and procedures and to participate fully in team discussions and planning
- brings an attitude that is open to working in a Faith Based NGO and to the opportunities available for personal and professional growth

### **Qualifications and Skills**

- A tertiary qualification related to education, community or international development, project management or a related equivalent qualification, or more than 5 years' experience within agencies similar to CSNU.
- Skills in human resource management
- Management skills relating to prioritising tasks and the use of time
- Written and oral communication skills of a very high standard
- Computer skills in: MS Office (Outlook, Word and Excel)
- Competency in the use of emails, websites and social media
- Skills in archiving records— electronic and hard copy
- Data analysis, review and re-planning skills
- The skills is writing formal proposals and discussion papers

The work location for this position is open to negotiation with potential appointees. The starting date is open to limited negotiation.

All correspondence related to these advertisements is to be sent to: [recruitment@callanservices.org](mailto:recruitment@callanservices.org). This includes requests for further information **and for submitting applications**. Enquiries can also be made via Telephone: +675 456-3412. The relevant person from Callan Services National Unit will then respond.

*All applicants are required to submit an 800 – 1,000 word statement in you document how you fulfil the attitudes, knowledge and skills described in the text above. You also need to include the names, positions (current and past if required) and **confirmed** telephone numbers and/or email addresses of three (3) referees. Applications are to be submitted by close of business on Friday June 30 2017. Please do not send copies of academic diplomas or degrees. These will be requested if/when required.*