

Organisational Development and Governance Mentor

The Port Moresby Chamber of Commerce and Industry, Papua New Guinea

Assignment title	Organisational Development and Governance Mentor		
Partner organisation	The Port Moresby Chamber of Commerce and Industry		
Location	Papua New Guinea	Port Moresby, National Capital District	
Type of assignment	In-country Assignment		
Duration of assignment	12 months		
Assignment phases	Phase	Mode	Duration
	1	In-Country	12 months
Proposed start date	7 February 2027		
Website	https://pomcci.org.pg/		
Australian organisation:	No Australian Organisation linked to this assignment		

ABOUT THE PARTNER ORGANISATION

The **Port Moresby Chamber of Commerce and Industry (POMCCI)** is the leading voice of the private sector in Papua New Guinea's capital city. As a not-for-profit, member-based organisation, we represent a wide cross-section of businesses, ranging from micro and small enterprises to large corporations across key industries and sectors.

Our aim is to strengthen the business environment in Port Moresby by promoting and protecting the interests of our members. We work closely with government agencies, development partners, investors, and the wider business community to advocate for policy reform, provide business support services, and create opportunities for networking and professional growth. We also support the **Young Port Moresby Chamber of Commerce and Industry (YPOMCCI)**, which empowers young professionals and entrepreneurs to play a meaningful role in the economy.

Currently, POMCCI is undergoing a process of organisational revitalisation. Our priority is to establish a strong governance framework, improve member engagement, and build long-term sustainability through capacity development. Looking ahead, we aim to expand our impact as a credible and strategic partner in economic development, while ensuring that both established businesses and emerging leaders are supported to thrive.

ABOUT THE ASSIGNMENT

The Port Moresby Chamber of Commerce and Industry (YPOMCCI) play a critical role in representing a wide cross-section of businesses in Port Moresby. Strengthening its structure, expanding its outreach, and enhancing its influence within the business community are essential for fostering youth-led innovation,

economic participation, and sustainable business growth. This assignment is designed to support the Chamber in defining its strategic direction, expanding its membership base, and strengthening its governance processes

An Australian volunteer will provide support to develop and implement a strategic plan and governance framework to strengthen POMCCI's organisational structure and guide its long-term direction. This role cannot be filled locally due to the need for external expertise in program development, international best practices in youth engagement, and strategic business mentoring. The volunteer's guidance will help young leaders strengthen their capacities and implement initiatives that drive meaningful impact.

POMCCI offers a dynamic, collaborative environment where volunteers can contribute directly to shaping the organisation's growth. The partner organisation's strengths include a committed committee, strong networks within the business community, and a clear vision for business growth and empowerment. Volunteers will gain practical experience in leadership development, program management, and stakeholder engagement, while making a lasting contribution to Port Moresby's business landscape.

ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of Port Moresby Chamber of Commerce and Industry to support the below objectives:

Assignment objectives	Proposed activities
In-Country Phase Objective: Develop and implement a strategic plan and governance framework to strengthen POMCCI's organisational structure and guide its long-term direction.	- Support the Executive Officer and Board in drafting a comprehensive strategic plan by facilitating workshops and providing guidance on best practices. - Assist in reviewing and updating governance documents, including policies, procedures, and compliance frameworks, to strengthen organisational structure. - Provide advice on risk management and accountability mechanisms to support sustainable decision-making.
In-Country Phase Objective: Build the capacity of the Executive Officer, Board, and staff through mentoring, training, and knowledge transfer in areas such as nonprofit governance, strategic planning, and member engagement.	- Mentor staff and Board members through training sessions and one-on-one coaching in areas such as leadership, nonprofit management, and strategic planning. - Facilitate capacity-building workshops focused on governance roles, operational management, and effective stakeholder engagement.

	Support the development of internal tools and templates to improve team knowledge, planning, and reporting practices.
In-Country Phase Objective: Enhance operational systems and member-focused strategies to improve efficiency, strengthen services, and increase member retention and satisfaction.	- Assist in reviewing and improving administrative systems, including membership databases, record-keeping, and reporting processes. - Support the team in designing strategies and initiatives to strengthen member engagement and retention, such as feedback mechanisms and communication tools. - Provide guidance on organising and coordinating key member events or forums to align with strategic priorities.
Inclusion objective and proposed activity The volunteer will work alongside the partner organisation to uphold values of diversity, equity and inclusion. Inclusive approaches will aim to make everyone welcome and support equal access to activities and opportunities regardless of gender, age, disability status or background (eg religion, language, ethnicity and marginalised or vulnerable groups). The volunteer will work alongside members of Port Moresby Chamber of Commerce and Industry to: Support POMCCI in developing and implementing inclusive membership engagement practices, such as creating outreach strategies, event guidelines, and feedback mechanisms that ensure equal participation and representation of women, youth, people with disabilities, and other marginalised groups in Chamber activities.	

SELECTION CRITERIA

Education and qualifications

Essential	Desirable
- Tertiary qualifications in Business Administration, Management, Public Policy, or a related field. - Training or certification in organisational development, governance, or nonprofit management.	- Postgraduate qualifications in Leadership, Strategic Management, or International Development. - Certification or short-course training in stakeholder engagement, advocacy, or capacity building.

Knowledge and experience

Essential	Desirable
• Experience in strategic planning and governance development within nonprofit or member-based organisations. • Strong mentoring and capacity-building skills to support staff and board members in leadership and organisational management. • Knowledge of membership engagement and retention strategies, including communication, stakeholder relations, and value proposition development.	• Experience in event planning and delivery (e.g., business forums, workshops, or networking events). • Familiarity with digital tools and systems for membership management, communications, and organisational reporting.

Following the Program's values on locally led development, this Assignment Description has been developed and negotiated in good faith with the Partner Organisation. The information contained was correct at the time of acceptance of the request. However, while we take responsibility for matters under our direct control, all assignments and arrangements are subject to change. This assignment may be amended or withdrawn to reflect changes in circumstances.

Line Manager: Executive Officer, POMCCI

Working relationships: POMCCI Board Representative – Treasurer, (champion of this initiative), Executive Officer, POMCCI with a dotted line to POMCCI President & Secretary

Hours and days of work:

In-country phase

Full time (Monday - Friday, 08:00am – 05:00pm)

Leave: All volunteers are entitled to 20 days' leave per 12 months, unless advised otherwise. The same conditions and terms as local colleagues apply, including national holidays.

Work from home: Working from home while on an in-country phase must be in line with usual partner organisation's practices and agreed with the in-country office.

Professional indemnity insurance (*Required for all volunteers who are acting as a medical, allied health or legal professional whilst on assignment*):

No, this assignment is not deemed to require professional indemnity insurance

The volunteer should consult the partner organisation about the need for professional indemnity insurance for the role prior to departure. Where required and/or considered essential to hold this insurance, please discuss this with the Volunteer Services Manager in Melbourne prior to departure.

LIFE AS A VOLUNTEER

The Australian Volunteers Program supports volunteers from preparing to go on assignment through to returning home. For a full breakdown of support provided including assignment allowances, please visit: <https://www.australianvolunteers.com/volunteering/lifestyle-and-support/>

Country context

Learn more about the host country's location by reading the country profile. We encourage candidates to research the specific location of this assignment as it will be discussed and addressed with a recruitment officer during the interview process.

For more information, please visit country links: <https://www.australianvolunteers.com/countries/png> and <https://www.dfat.gov.au/geo/papua-new-guinea>

HOW TO APPLY

All applications must be submitted online through the Australian Volunteers Program website. If you have not already done so, you will need to register on our website prior to applying. For more information about how to apply, please visit: <https://www.australianvolunteers.com/volunteering/how-it-works>

We actively support and encourage people of all backgrounds and abilities to volunteer internationally and aim to make the program as accessible and inclusive as possible. The program has a dedicated Indigenous Programs Coordinator to support Aboriginal and/or Torres Strait Islander volunteers, who can be contacted at indigenouspathways@australianvolunteers.com. Access and inclusion plans are available for volunteers with disabilities, to ensure their assignments and living and working arrangements are made more accessible.

Personal circumstances *(This may not apply for Remote-only assignments; consider discussing with AVP team)*

Due to security, cultural, legal or visa restrictions associated with this location, we ask that applicants disclose the following:

- If they want their same-sex partner to accompany them on assignment.
- If they want their partner, to whom they are not legally married, to accompany them on assignment.
- If they want their child(ren) to accompany them on assignment.
- If they have a criminal conviction where a criminal conviction may be relevant to the inherent requirements of the assignment.