

## Business Development and Data Analytics Mentor

### Solar Solutions (PNG) Limited, Papua New Guinea

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|--------------------------|-------------------------------------------------------------------|-----------------------------------------|-----------|
| Assignment title         | Business Development and Data Analytics Mentor                    |                                         |           |
| Partner organisation     | Solar Solutions PNG Limited                                       |                                         |           |
| 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      | 1 November 2026                                                   |                                         |           |
| Website                  | <a href="https://solarsolutionspng.com">solarsolutionspng.com</a> |                                         |           |
| Australian organisation: | No AO linked                                                      |                                         |           |

#### ABOUT THE PARTNER ORGANISATION

Solar Solutions PNG Limited is a leading renewable energy company operating across Papua New Guinea, providing sustainable and innovative solar power solutions. The organisation works in both urban centres and remote communities, designing, supplying, and installing high-quality solar systems that support residential, commercial, and industrial clients.

The company aims to enhance energy access and promote environmentally responsible practices by partnering with households, businesses, development partners, and government agencies. Solar Solutions PNG Limited focuses on delivering clean, reliable, and cost-effective energy alternatives that empower communities, reduce electricity costs, and contribute to a healthier environment.

With demand for renewable energy rapidly increasing, the organisation is committed to expanding its reach and strengthening its technical capacity to meet emerging energy needs. Solar Solutions PNG Limited continues to invest in innovation, quality assurance, and long-term maintenance support to ensure sustainable outcomes. Its future goals include driving wider adoption of solar technologies, supporting national electrification efforts, and contributing to a more resilient and energy-independent Papua New Guinea.

#### ABOUT THE ASSIGNMENT

This assignment is essential for Solar Solutions PNG Limited as the organisation works to strengthen the capacity of Sales and Marketing. As the renewable energy sector becomes increasingly competitive, the ability to develop and implement strategies to increase brand awareness and drive sales, which includes planning marketing campaigns, analyzing market trends, and setting sales targets is critical for the

continue growth of the company. Enhancing these capabilities will support the company in expanding its market reach, improving customer engagement, and ensuring long-term sustainability.

A volunteer with specialised skills in sales and marketing strategy will provide valuable mentorship and is currently not readily available within PNG. By developing practical tools for data collection and analysis, the volunteer will help the team design and execute well-structured marketing initiatives. This targeted support will build confidence and strengthen internal systems that enable smarter planning and execution.

Solar Solutions PNG Limited brings strong technical expertise in renewable energy and a motivated team committed to learning and progress. The volunteer will gain hands-on experience in a dynamic and rapidly growing sector, collaborate closely with local professionals, and contribute directly to advancing clean energy access across Papua New Guinea. This assignment offers opportunities for cultural exchange, professional growth, and meaningful impact in the sustainability space.

### ASSIGNMENT OBJECTIVES AND PROPOSED ACTIVITIES

The volunteer will work alongside members of Solar Solutions PNG Limited to support the objectives below:

| Assignment objectives                                                                                                                                                                                         | Proposed activities                                                                                                                                                                                                                                                                                                                                            |
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| <b>In-Country Phase Objective:</b><br>Strengthen data collection and analysis capabilities within the Business Development team to support evidence-based sales and marketing decision-making.                | <ul style="list-style-type: none"> <li>Assess existing data collection methods and identify gaps in reporting and market information.</li> <li>Develop user-friendly tools and templates for data entry, tracking, and analysis.</li> <li>Train the Business Development team to interpret data and generate insights that support decision-making.</li> </ul> |
| <b>In-Country Phase Objective:</b><br>Develop and implement structured sales and marketing tools and processes that enhance the team’s ability to plan, execute, and track strategic initiatives effectively. | <ul style="list-style-type: none"> <li>Introduce systems for planning, monitoring, and evaluating sales and marketing activities.</li> <li>Support the creation of marketing plans and campaigns using evidence-based strategies.</li> <li>Coach the team on applying customer segmentation, market research, and competitor analysis.</li> </ul>              |

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| <p><b>In-Country Phase Objective:</b><br/>Provide ongoing mentoring and capacity building to improve the team's confidence, professionalism, and long-term performance in business development activities at Solar Solutions PNG Limited.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>• Conduct regular coaching sessions to build skills in reporting, professional communication, and strategic planning.</li> <li>• Provide feedback on current and upcoming initiatives to strengthen execution and performance.</li> <li>• Facilitate learning workshops to improve team collaboration and confidence in business development roles.</li> </ul> |
| <p><b>Inclusion objective and proposed activity</b></p> <p>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).</p> <p>The volunteer will work alongside members of Solar Solutions PNG Limited to:</p> <ul style="list-style-type: none"> <li>• Support the Business Development team to design marketing and engagement approaches that are accessible and inclusive, ensuring products and services are promoted equitably to diverse customer groups, including women, youth, individuals with disabilities, and communities in remote areas.</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                       |

## SELECTION CRITERIA

### Education and qualifications

| Essential                                                                                                                                                                                                                                     | Desirable                                                                                                                                                                                                                         |
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| <ul style="list-style-type: none"> <li>• Bachelor's degree in Marketing, Business, Data Analytics, or a related field.</li> <li>• Demonstrated experience in sales and marketing strategy, business development, or data analysis.</li> </ul> | <ul style="list-style-type: none"> <li>• Certification or training in renewable energy technologies or clean energy markets.</li> <li>• Professional development in coaching, mentoring, or capacity-building methods.</li> </ul> |

### Knowledge and experience

| Essential                                                                                                                                                                                                                                                                                                                                                                                        | Desirable                                                                                                                                                                                                                                                                     |
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| <ul style="list-style-type: none"> <li>• Proficiency in data analysis and interpretation using tools such as Excel, Google Sheets, or similar software.</li> <li>• Strong knowledge and experience in sales and marketing strategy development and execution.</li> <li>• Excellent communication and mentoring skills to effectively train and support the Business Development team.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience with customer relationship management (CRM) systems and digital marketing platforms.</li> <li>• Familiarity with renewable energy industry trends and challenges, particularly in developing country contexts.</li> </ul> |

*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:** CEO

**Working relationships:** Business Development Team

**Hours and days of work:**

**In-country phase**

Full time (08:00am – 04:00pm, weekdays only)

**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](mailto: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.