# Terms of Reference: Deputy Lead – Autonomous Region of Bougainville (ARoB)

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| **Location** | Buka, Autonomous Regional of Bougainville (ARoB) |
| **Duration** | Full-time, fixed term contract to 31 December 2027 with possible extension subject to performance and program requirements |
| **Supervisor / Manager** | ARoB Lead |
| **Performance Management and Reporting Framework** | DFAT Adviser Performance Assessment and relevant program reporting framework |

## About the Australia-PNG Law and Justice Partnership (APLJ)

DT Global is engaged by the Australian Department of Foreign Affairs and Trade (DFAT) to manage Australia's investment in strengthening the delivery of law and justice services in Papua New Guinea for a 4-year period to 31 December 2027.

APLJ seeks to contribute to PNG's law and justice sector capacity to provide inclusive, safe, secure and accountable law and justice foundations for peaceful and prosperous communities, equitable economic development and private sector growth.

The program aligns with the Government of Papua New Guinea's (GoPNG) law and justice sector goal of 'building peaceful and prosperous communities together'. APLJ will focus on three End of Program Outcomes (EOPOs):

> **EOPO 1 – Community Safety and Access to Justice at the Local Level:** Communities in target locations, especially women, children, persons with disabilities, vulnerable people and those accused of sorcery, have improved access to selected justice and support services.
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> **EOPO 2 – Law and Justice Services Supply:** Responsible law and justice sector agencies increasingly provide selected inclusive, responsive, and accountable essential law and justice services in target locations.
>
> **EOPO 3 – Leadership, Coordination and Accountability:** Responsible law and justice mechanisms demonstrate improved sectoral leadership and coordination of national and subnational law and justice services and improved sector integrity systems.

APLJ has a strong focus on addressing gender equality, disability equity and social inclusion (GEDSI): this includes continued and strengthened attention to Gender Based Violence (GBV) and strengthened opportunities for women in leadership, as well as increased focus on the engagement of persons with a disability and other particularly marginalized populations.

In the Autonomous Region of Bougainville, APLJ maintains an office in Buka and works closely with the ABG and law and justice stakeholders to support Bougainville's evolving law and justice sector.

DT Global is working in partnership with Clear Horizon, an Australian-based advisory firm, to bring a robust MERLA methodology to assess APLJ progress and performance, drive knowledge and learning, and promote continuous program improvement.

# Objectives of Role

The Deputy Lead – ARoB is responsible for the effective day-to-day operation of the APLJ Buka office and the coordinated management and delivery of the ARoB activity portfolio. Working under the direction of the ARoB Lead, the position oversees operational systems, personnel and resources; coordinates implementation across workstreams; monitors budgets, risks and performance; and ensures timely, compliant and value-for-money delivery of activities supporting law and justice priorities in Bougainville. The Deputy Lead supports stakeholder engagement and acts for the ARoB Lead when formally delegated.

This is a unique opportunity to work in post-conflict Bougainville. This role will be part of planned initiatives aimed at strengthening the accessibility, responsiveness, accountability of law and justice services throughout the ARoB. Respectful relationship building, understanding of Bougainville's context, and a 'do no harm' approach in all aspects of the role will be critical.

# Roles and Responsibilities

## Office operations and administration management

- Manage day-to-day operations of the Buka office, ensuring efficient administrative, logistical and office support arrangements.
- Oversee and coordinate travel, events, procurement requests, supplier management, office assets, records and facilities in accordance with APLJ and DT Global policies and procedures.
- Oversee local security, health and safety arrangements, business continuity and incident escalation in coordination with APLJ specialist teams.

## Portfolio planning and implementation

- Track implementation progress, identify bottlenecks and work with advisers and central APLJ teams to resolve operational and delivery issues.
- Support ARoB Lead to manage infrastructure and equipment activities in ARoB through scheduling, logistics, coordination and progress tracking, and working with the Infrastructure Enhancement Facility team as required.

## Budget, procurement and resource management

- Monitor ARoB activity budgets, expenditure, commitments and forecasts; prepare timely financial and operational updates for the ARoB Lead.
- Coordinate procurement planning and documentation with the APLJ Finance and Operations teams, ensuring compliance, appropriate approvals and value for money.
- Manage efficient allocation and use of office and portfolio resources and maintain auditable records.
- Demonstrate value for money through effective, efficient and economical use of program resources

## Personnel management and team coordination

- Provide day-to-day supervision, work allocation, coaching and performance feedback to designated ARoB staff, within delegated management authority.
- Coordinate team meetings, leave and travel planning, onboarding and staff development with APLJ People and Culture.
- Promote locally led implementation and support PNG staff to assume increasing responsibilities through capacity building approaches

## Stakeholder and internal coordination

- Maintain constructive working relationships with ABG law and justice agencies, civil society and other implementing partners on operational and activity matters, under the strategic direction of the ARoB Lead.
- Coordinate with APLJ Law and Justice, Community Justice, IEF, MERLA, GEDSI, Finance, Operations and Communications teams to support coherent portfolio delivery.
- Assist with official visits, partner meetings, briefings and follow-up actions; escalate sensitive strategic or political matters to the ARoB Lead.
- Understand ABG priorities and incorporate 'home grown and locally led' solutions.

### Monitoring, reporting, risk and compliance

- Maintain portfolio delivery trackers, risk and issue registers, action logs and reporting schedules.
- Coordinate timely collection of activity evidence and contributions to MERLA reporting, learning and reflection
- Identify, assess and escalate implementation, fiduciary, safeguarding and operational risks; ensure compliance with relevant APLJ and DT Global requirements.

### Cross cutting responsibilities

- Integrate gender equality, disability equity and social inclusion (GEDSI) into office operations and activity implementation, with attention to women, children, persons with disabilities and marginalised groups.
- Promote locally led development, climate resilience, child protection, PSEAH, safeguarding, integrity and appropriate conduct.
- Support MERLA evidence collection, learning and continuous improvement across the ARoB portfolio.

### Workplace HSE responsibilities

All APLJ personnel are responsible for contributing to a safe and healthy workplace. The position holder will:

- Comply with applicable APLJ and DT Global HSE policies, procedures and reasonable safety instructions.
- Take reasonable care for their own health and safety and that of others, and promptly report workplace hazards, incidents, injuries and near misses.
- Actively report hazards, near misses or injuries and support the implementation of appropriate corrective actions where required.
- Actively participate in required HSE inductions, training and initiatives and contribute to maintaining a safe, healthy and environmentally responsible workplace.
- Not intentionally go against health and safety policies, procedures or instructions or misuse equipment intentionally that could result in harm to yourself or another person.

## Key Deliverables

- An up-to-date ARoB integrated implementation schedule and portfolio activity tracker.
- Monthly operational and portfolio progress updates, including delivery milestones, expenditure, forecasts, risks and required decisions.
- Accurate procurement, travel, asset, office administration and compliance records.
- Timely inputs to support ARoB Lead, APLJ workplans, financial reports, MERLA reporting and stakeholder briefings.
- Staff work allocation and performance support arrangements for designated direct reports.

## Reporting Lines and Performance Management

The Deputy Lead - ARoB reports to, and is accountable to, the ARoB Lead. The role supervises designated personnel as assigned and works closely with relevant APLJ national support functions.

The Deputy Lead may act for the ARoB Lead during periods of absence only where formally delegated, within applicable financial, personnel and representational authorities. Performance will be assessed against an agreed workplan, deliverables and cross-cutting responsibilities.

## Location and travel

- The position will be based full-time in Buka, Autonomous Region of Bougainville.
- Regular travel within Bougainville, including time spent on the ground in Central and South Bougainville, will be required. Periodic travel to Port Moresby and other locations in Papua New Guinea may also be necessary.

All travel will be undertaken in accordance with APLJ security, health, safety and safeguarding requirements

# Selection Criteria

## Essential Experience, Skills and Knowledge

- Tertiary qualifications in management, public administration, international development, law and justice or a related field, or equivalent relevant experience.
- Demonstrated experience in office operations management, project management or portfolio coordination, including managing budgets, procurement, administration and compliance.
- Demonstrated experience leading and managing teams including the ability to foster collaboration, motivate teams and support a positive working environment
- Demonstrated ability to manage and coordinate competing priorities and support delivery of complex multi-stakeholder programs.
- Strong planning, financial tracking, problem-solving, reporting and written and verbal communication skills.
- Ability to build productive and trusted relationships with government counterparts, civil society and diverse teams, with cultural sensitivity in Bougainville's post-conflict context.
- Demonstrated ability to coach and mentor staff and commitment to build the capacity of staff members
- Ability to work flexibly in a dynamic work environment and adapt to emerging priorities
- Commitment to GEDSI, safeguarding, locally led development and value for money.

## Desirable

- Experience working in ARoB or PNG law and justice, governance or development programs.
- Familiarity with donor-funded program requirements, MERLA systems and infrastructure activity coordination.

# About DT Global Asia Pacific

At DT Global Asia Pacific, we aim to positively impact people's lives through delivery excellence. As a leading implementing partner across Asia and the Pacific, we co-create locally led solutions in partnership with governments, communities, and stakeholders. We bring together talented teams and deep regional expertise to deliver initiatives that promote inclusive economic growth, essential services, and resilient, secure communities. With over 1,500 staff, experts in 22+ countries and more than 60 years of development experience, we tackle complex community, national and transnational challenges — from governance and justice systems to climate resilience, infrastructure and social equity — with innovative thinking and a commitment to long-term impact.

For more information, please see www.dt-global.com

# Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global is deeply committed to safeguarding, which refers to how we keep people and the environment safe from harm. This includes children and vulnerable groups that we interact with as beneficiaries; partners who we collaborate with to deliver our programs; government stakeholders who we support; and importantly, our own personnel.

We take a zero-tolerance approach to sexual exploitation, abuse and harm of adults and children; fraud, corruption and bribery; modern slavery; and any form of exploitation across our operations, partnerships, and supply chains. We uphold the highest standards of integrity and expect the same of those we work with.

Engagement with DT Global is subject to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All DT Global staff receive safety, compliance, safeguarding and integrity training, and we expect our personnel and partners to always act in alignment with our company values.