

Terms of Reference | Short-Term Journalist

The PNG Extractive Industries Transparency Initiative (PNGEITI) is an independent entity established by the Government of Papua New Guinea to promote transparency and accountability in the revenue it receives from the extractive industries. PNGEITI is part of a global initiative known as the Extractive Industries Transparency Initiative (EITI) and it sets global best practice standard for good governance in the extractive sector.

In EITI implementing countries, companies involved in extractive activities (oil, gas and minerals) are required to publish what they pay to the governments and governments are required to publish what they receive from these companies for the benefit of their countries and the citizens.

The implementation of EITI in PNG is overseen by a Multi-Stakeholder Group (MSG) comprising of representatives from government, civil society and extractive industries. The PNGEITI is responsible for the day-to-day implementation of the policy decisions and directives of the MSG. The PNGEITI National Secretariat is hereby seeking to engage a short-term *Journalist* on a consultancy basis.

Specific duties:

The consultant will provide support services to the National Secretariat by writing and producing media news articles as it relates to the work of the PNGEITI for public information and awareness. These include but not limited to the following:

- Information and press releases showcasing a well-established and fully functional National Secretariat office and the Multi-Stakeholder Group (MSG);
- Information and press releases highlighting extractive industries contribution (both direct and indirect) to the PNG economy;
- Information and press releases showcasing management and governance of the extractive industries;
- Information and press releases showcasing revenue generation and collection that is consistent with Government policy setting;
- Information and press releases showcasing engagement of stakeholders to effectively address issues affecting PNG's extractive industries;
- Information and press releases showcasing implementation of PNGEITI report recommendations as directed by Cabinet and the validation outcomes from EITI International Secretariat and the EITI Board;
- Information and press releases showcasing special projects undertaken by the PNGEITI and its stakeholders such as the Beneficial Ownership, Sub-national Payments, Policy and Legislation, State Owned Entities study and others as directed by the Head of National Secretariat.

Qualifications, experience and selection criteria:

The consultant must possess tertiary qualifications; Bachelor's Degree in Communications, Journalism, Information and Communication Technology (ICT) and have at least 3 years' relevant experience in a communications, media or related role (producing news articles and related works) as specified in the TOR. Some experience in writing on the PNG extractive sector including oil, gas and mining will be an advantage but not necessary.

Additional requirements may include;

- Knowledge of PNG's media landscape
- Display mature and sober attitudes to work
- Highly organised and time efficient with the ability to work within an office environment, with MS Word and Excel in particular,
- Sound knowledge of current PNG Mining and Petroleum issues (desirable),
- Good communication and people skills with proven ability to liaise with stakeholders,
- Strong verbal and written communication skills in Tok Pisin and English.

Duration of engagement:

The engagement is 8 months from May to December, 2021. Interested individuals may obtain copies of the Terms of Reference (ToR) from the PNGEITI National Secretariat office or can download it from its website at <http://www.pngeiti.org.pg/job-type/jobs/>

Remuneration:

Remuneration is dependent on the skills and experience of the individual. The PNGEITI National Secretariat will provide a workstation, computer, telephone, email and internet access for the successful candidate. The PNGEITI will cover costs associated with any travels out of Port Moresby by the consultant as part of this assignment during the course of the engagement.

Application:

Provide a current CV and an expression of interest of no more than two pages, outlining your skills, academic qualifications and experience in relation to the duties specified in the TOR and address to:

**The Head of National Secretariat
PNG Extractive Industries Transparency Initiative (PNGEITI)
PO Box 1907
PORT MORESBY, NCD**

All applications must be received **no later than 4:30 pm, 27 April, 2021**. Similarly, submissions can also be emailed to Francis Diakon on Francis_Diakon@treasury.gov.pg or hard copies delivered to the National Secretariat Office, located at the Treasury Building, Waigani.

Authorised by:

**LUCAS ALKAN
Head of National Secretariat**