

# CADETSHIPS FOR YOUNG PAPUA NEW GUINEAN GRADUATES

## MAKING A CONTRIBUTION TO THE DEVELOPMENT OF PNG

### INFORMATION FOR APPLICANTS

#### 1. INTRODUCTION

Development Partners, UNDP, NZAID, AusAID and WHO, are working with international non government organisations to offer Cadetships for young Papua New Guineans seeking careers in development. The Cadetships form part of a larger program aimed at improving the quality of development outcomes in PNG by:

- i) Increasing the number of Papua New Guineans involved in managing and implementing development programs;
- ii) Providing quality work experience and relevant training in development practice.

#### 2. SELECTION CRITERIA

Graduates who meet the following selection criteria are invited to apply:

- i) Work experience or studies in any sector relevant to development.
- ii) High level oral and written English language skills.
- iii) Excellent interpersonal and communication skills
- iv) Capacity to work in cross-cultural settings.
- v) Interest in supervision and management of development programs
- vi) Aged 35 years or under.

#### 3. SELECTION PROCESS

A rigorous selection process based on the above criteria will take place. It will include testing for English language levels, problem solving skills and organisational skill.

#### 4. GENDER BALANCE

Fifty percent of cadets should be male; fifty percent female.

#### 5. CONTRACTING OF CADETS

The cadetship will be for a period of approximately twenty months commencing in March 2009.

Cadets will be contracted, and paid, by the Contractor for the period of the cadetship.

#### 6. TERMS AND CONDITIONS OF EMPLOYMENT

##### 6.1 Salary

Cadets will receive a *total package of K40,000* over the twenty months of the program. The package will include:

- i) Salary (structured to include an increment at the successful completion of the first year.
- ii) Superannuation and all other obligatory employment allowances.
- iii) A bonus, equivalent to approximately two months salary, will be paid on successful completion of the cadetship.

6.2 Allowances

No other allowances, including housing or holiday airfares, will be paid.

6.3 Accommodation

Accommodation is not provided as a condition of employment.

6.4 Bonus

The bonus to be paid on completion is intended as an incentive for cadets to complete the program and to provide support while they seek employment. The bonus will only be paid to cadets who complete the program. It will not be pro-rated.

6.5 Travel costs

Travel costs for selection, and at the commencement and completion of the cadetship, will be met for Provincial based participants only.

Expenses incurred as part of a placement will be met by the host agency.

Travel costs for placements in Provincial locations will be paid and assistance will be provided to find suitable accommodation but no additional allowances will be paid.

6.6 Probationary Period

There will be a three month probation period for cadets.

Cadet performance will be formally assessed at the completion of each placement.

6.7 Training

The Careers in Development program will include several means of learning:

- i) Formal training consisting of three workshops, each of two weeks
- ii) Practical work based learning - cadets will undertake three placements, each of six months duration with Partner Organisations. Learning during the placements will reinforce the formal training and expose the cadet to the practical elements of working in development.

6.8 Learning Contracts

A learning program will be designed to meet the individual needs of each cadet. The learning program will be reflected in a learning contract that will be developed for each placement. The contract will outline the responsibilities of all involved as well as the areas of learning to be addressed during the placement.

6.9 Supervision and Mentoring

A supervisor will be appointed for each cadet. Supervisors will receive training to ensure they understand their role and responsibilities in relation to cadets.

Each cadet will be supported by a mentor. Mentors will be PNG nationals currently working successfully in development. Both mentors and cadets will receive mentor training.

**7. PROGRAM COMPLETION**

Cadets will be required to leave the program if they are appointed to a position in, or outside, of the development industry during the term of the program. A job placement in development, during or after the cadetship, is considered a successful outcome of the program.

**8. POST CADETSHIP ARRANGEMENTS**

Cadets will not be guaranteed a job at the completion of the program. Formal training will include job search skills. The bonus on completion is intended as an incentive to complete the program and to provide cadets with support while they seek employment.

**9. APPLICATIONS**

Applicants are required to submit the following:

- i) Letter of application including statement responding to each of the selection criteria.
- ii) Resume
- iii) Transcript of highest academic award
- iv) Names and contact details of three referees

Written applications must be received by **January 5<sup>th</sup> 2009 at 5.00 pm** by the:

Careers in Development Coordinator  
PATTAF  
First Floor, Post Office  
Port Moresby, NCD.