

# **CAREERS IN DEVELOPMENT**

## **MAKING A CONTRIBUTION TO THE DEVELOPMENT OF PNG**

### **1. INTRODUCTION**

Development partners and international non government organisations have agreed to work together to build the pool of PNG Nationals available to work with development agencies in a 'Careers in Development' (CiD) program. The overall goal of the CiD is to contribute to the quality of development program outcomes in PNG.

CiD is designed to increase the number of educated PNG Nationals seeking a career in the development sector. One strategy will involve working with PNG universities to support the inclusion of development studies in undergraduate programs and the development of post graduate qualifications. A second strategy will involve a career information program for universities and secondary schools and a third strategy will involve a cadetship program for young PNG graduates.

This information sheet focuses on the arrangements for the cadetship program due to commence in early 2009.

### **2. CADETSHIP OVERVIEW**

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.

Cadetships will be for a period of approximately twenty months commencing in March 2009. During the term of the cadetship each cadet will participate in formal training for three – four blocks of two weeks. They will also undertake three six month placements in separate agencies. An individual learning program will be developed for each cadet with input from each host agency and the cadet.

A supervisor and mentor will be allocated for each cadet – and an orientation program will be provided for supervisors and mentors.

### **3. MANAGEMENT ARRANGEMENTS**

#### **3.1 Memorandum of Arrangement**

A Memorandum of Arrangement (MOA) stating the overarching principles, objectives, program (CiD) has been developed by Development Partners and International Non Government Organisations who have agreed to collectively meet

the financial arrangements for CiD. Managing Contractors with a commitment to the principles and assumptions of the MOA are eligible to participate in the program together with the development partners and international non government organisations.

### 3.2 Steering Group

A steering group consisting of representatives of the development partners and international non government organisations will be formed to advise the contractor on the satisfactory management of the Careers in Development Programme.

Membership of the steering group will consist of:

- Three donors (selected by the Development Partner's Forum)
- Three International Non Government Organisations (selected by the INGO Coalition)
- Sub-Contractor's Representative as Secretariat

### 3.3 Managing Contractor

The Papua New Guinea Targeted Training Facility (PAT'TAF) has been contracted to manage Careers in Development.

The contractor is responsible for all administrative and employment matters required to support each cadet's placement.

### 3.4 Partner Organisations

Partner Organisations will accept cadets for each of three placements during the course of the Arrangement.

Partner Organisations will release cadets on placement to participate in Careers in Development program activities by negotiation with the contractor.

## 4. CADET TERMS AND CONDITIONS OF EMPLOYMENT

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

### 4.1 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.

### 4.2 Allowances

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

- 4.3 Accommodation  
Accommodation is not provided as a condition of employment.
- 4.4 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 prorated.
- 4.5 Travel costs  
Travel costs for selection, and at the commencement and completion of the cadetship, will be met for Provincial based participants only.  
Travel 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.
- 4.6 Probationary Period  
There will be a three month probation period for cadets.  
Cadet performance will be formally assessed at the completion of each placement.
- 4.7 Cadetship Arrangements  
The Cadetship 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.
- 4.8 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.
- 4.9 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. Mentors and cadets will receive mentor training.
- 4.10 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.
- 4.11 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.

#### 4.12 Cadet Selection

Advertisements are currently being invited from graduates who meet the following selection criteria:

- 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.

#### 4.13 Selection Process

The selection process will be based on the above criteria.. It will include testing for English language levels, problem solving skills and organisational skill.

#### 4.14 Gender Balance

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

## 5 FINANCIAL ARRANGEMENTS

AusAID and NZAID have agreed to meet a substantial amount of the costs of CiD, with AusAID, in effect, underwriting the programme to allow prompt roll out of the preparatory phase. Partner Organisations are being asked to endeavour to contribute an amount equivalent to the total salary allocation (PGK40,000) for at least one cadet.

An Imprest Account will be established by the contractor for the sole purpose of payment of salary related expenses for cadets.