

   	<h1>Position Description</h1>
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<b>Job Title</b>	Manager – Games and Programs	<b>Last Reviewed</b>	30 <sup>th</sup> May 2025
<b>Division</b>	Games and Programs	<b>Location</b>	Port Moresby
<b>Reports To</b>	Directly work with and support the Manager – Games and Programs. Respond from time to time and work with the Secretary General, National Sports Federations, and other key Stakeholders.		
<b>Date of Effect</b>	TBD		

<b>About the Papua New Guinea Olympic Committee</b>	<p>Established in 1961, the Papua New Guinea Olympic Committee (PNGOC) is a non-government, not-for-profit organisation with the responsibility to select, send and fund Team PNG to the Olympic Games, Commonwealth Games and Pacific Games.</p> <p>The PNGOC is a believer of sport as an enabler for sustainable and inclusive development. As one of 206 National Olympic Committees world-wide, the PNGOC is the flagship of PNG sport development and international participation, which has evolved over the last 64 years.</p> <p>We are a values-based organisation with the vision to “Inspire and Unite Papua New Guinea through Sporting Excellence and Success”.</p> <p>For more information about the PNGOC, you can visit our website at <a href="http://www.pngolympic.org/">http://www.pngolympic.org/</a></p>
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<b>Primary Job Purpose</b>	To manage Team PNG’s participation in all Games and oversee all Programmes of the PNG Olympic Committee (PNGOC), including Olympic Solidarity World and Continental Programmes, Oceania Sport Education Program (OSEP), Gender Equity Program, Anti-Doping, Olympic Values Education Program (OVEP), Team PNG Heroes, Athletes Excellence for Life, and other Sport for Development Programs.
<b>Key Responsibilities</b>	<p>The Manager – Games &amp; Programmes is responsible for overseeing Team PNG’s participation in various international games and managing the associated programmes within the PNG Olympic Committee (PNGOC). This includes preparing and monitoring the annual Games budget to ensure all expenditures align with approved financial plans. The manager coordinates logistics for events such as the Olympic Games, Commonwealth Games, and Pacific Games, ensuring that all deadlines are met and that the Team PNG General Team Management is appointed efficiently. They are tasked with regularly updating the Team PNG Games Manual and Policies, ensuring timely communication of decisions from the Justification Committee to National Federations, athletes, and officials, and maintaining accurate databases related to national federations and game results. Additionally, the manager oversees the implementation and evaluation of various sports programmes, including the Olympic Values Education Program (OVEP), Oceania Sport Education Program (OSEP), and the Anti-Doping initiative, mobilizing resources and collaborating with partners to enhance programme effectiveness. In terms of funding, they manage the Olympic Solidarity Program, ensuring timely reporting and acquittal of grants to major donors. The role also entails maintaining strong relationships with National</p>

	<p>Federations, providing administrative support, and ensuring that funding allocations are utilized effectively. Furthermore, the manager provides support to various committees, including the Athletes Commission and the Gender Equity Committee, while ensuring compliance with anti-doping regulations and maintaining communication with key stakeholders in the sports community. Overall, this position requires a proactive approach to managing multiple responsibilities and fostering partnerships to achieve the objectives of Team PNG and the PNGOC.</p>
<p><b>Focus Area 1</b></p> <p><b>Games Management &amp; Justification Committee Process</b></p>	<ul style="list-style-type: none"> <li>• Prepare the annual Games budget, track, and ensure expenditure within the approved budget.</li> <li>• Oversee the coordination and logistics of Team PNG for respective international games: Olympic Games, Commonwealth Games, Pacific Games, Mini Pacific Games, Youth Olympic Games, and Commonwealth Youth Games.</li> <li>• Ensure all Games-related deadlines are met.</li> <li>• Appoint Team PNG General Team Management and regularly update the Team PNG Games Manual and Policies.</li> <li>• Ensure full acquittal of Games expenditure with General Team Management reports.</li> <li>• Oversee the Justification Committee process and timelines, ensuring timely communication of decisions to National Federations, Athletes, and Officials.</li> <li>• Maintain the PNGOC database on National Federations, Team PNG Athletes and Official Profiles, and Games Results.</li> </ul> <p>Key Performance Indicators:</p> <ul style="list-style-type: none"> <li>• Team PNG expenses within budget.</li> <li>• Games deadlines met.</li> <li>• Team PNG Games Management endorsed and appointed.</li> <li>• Team PNG Games Manual and Policies updated.</li> <li>• Reporting and acquittals completed and communicated.</li> <li>• Timely updates of Team PNG database.</li> </ul>
<p><b>Focus Area 2</b></p> <p><b>Programmes Oversight and Management</b></p>	<ul style="list-style-type: none"> <li>• Coordinate and implement various sports programmes, including OVEP, OSEP, Anti-Doping, Gender Equity Program, Team PNG HERO, and others.</li> <li>• Monitor and evaluate the effectiveness of delivered programmes, implementing necessary changes to improve quality and effectiveness.</li> </ul> <p>Key Performance Indicators:</p> <ul style="list-style-type: none"> <li>• Successful delivery of Olympic Week Activities, OSEP Program, Team PNG HERO Program, and IBSU Excellence for Life Program.</li> <li>• 75% of planned OVEP activities delivered.</li> <li>• Timely reporting of activities completed.</li> </ul>
<p><b>Focus Area 3</b></p> <p><b>Funding and Grant Management'</b></p>	<ul style="list-style-type: none"> <li>• Plan and manage the Olympic Solidarity Program, preparing submissions for world and continental funding.</li> <li>• Ensure timely reports and acquittals of all grants to IOC Olympic Solidarity and other major donors.</li> </ul> <p>Key Performance Indicators:</p> <ul style="list-style-type: none"> <li>• Number of funding programs secured.</li> <li>• Timely submission of Olympic Solidarity Technical/Admin and Financial reports.</li> <li>• Completed acquittals for corporate and donor-funded programmes.</li> </ul>

<p><b>Focus Area 4</b></p> <p><b>National Federation Support and Relations</b></p>	<ul style="list-style-type: none"> <li>• Maintain close liaison with National Federations and provide administrative support for achieving their goals.</li> <li>• Offer direct support services to National Federations, especially in strategic development and Games requirements.</li> </ul> <p>Key Performance Indicators:</p> <ul style="list-style-type: none"> <li>• Timely responses to National Federation submissions and queries.</li> <li>• Completion and communication of National Federation funding allocations.</li> <li>• Utilization of allocated funding by National Federations.</li> </ul>
<p><b>Focus Area 5</b></p> <p><b>Other Areas</b></p>	<ul style="list-style-type: none"> <li>• Provide secretariat support to the Athletes Commission, Gender Equity Committee, Uniforms Committee, and Justification Committee.</li> <li>• Support PNG Sports Anti-Doping Organisation (PNGSADO) and ensure compliance with WADA Code.</li> <li>• Maintain close consultation with key stakeholders, including IOC, ONOC, CGF, PGC, and others.</li> <li>• Undertake other duties directed by the Secretary General.</li> </ul>

<b>People Management</b>	Direct Reports – Games Coordinator, Games Intern, Programs Coordinator and Sport Education and Human Resource Coordinator
<b>Budget Management</b>	Team PNG Games Participation Budget

<b>Job Holder Capabilities</b>	
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Diploma or Certificate in Sports Administration and Sports Management</li> <li>• Tertiary Qualification in Management.</li> <li>• Minimum of four (4) years' work experience in Sports Administration and/or Project Planning &amp; Management</li> <li>• Strong organising, negotiation and time management skills</li> <li>• Good knowledge of Planning and Development of Project and events</li> <li>• Highly competent in the use of Microsoft applications and the Internet &amp; experience in database software; especially experience in Sporting Pulse Software would be an advantage</li> <li>• Demonstrated ability to work independently and to work in a team to achieve results and meet deadlines and timeframes</li> <li>• Experience in working with complex teams &amp; ability to manage junior staff, interns and/or volunteers</li> <li>• Experience of working with projects, budgets and resources to achieve favourable outcome.</li> <li>• Willingness to work flexible hours, e.g. outside of normal office hours and on weekends to meet job requirements</li> <li>• Multi-tasking capabilities &amp; Organizing &amp; Project Planning Skills</li> </ul>
<b>Key Behaviors</b>	<p><b>Supporting and Co-operating</b> Supports others and shows respect and positive regard for them across all programs and events of the organisation. Puts people first, working effectively with individuals and teams, stakeholders and National Federations. Behaves consistently with clear personal values that complement those of the organisation.</p> <p><b>Working with People/National Federations</b> Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others;</p>

	<p>Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight</p> <p><b>Adhering to Principles and Values</b> Upholds ethics and values of the organisation – Honesty, Excellence, Respect and Openness; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment</p> <p><b>Interacting and Presenting</b> Communicates and networks effectively across all National Federations and stakeholders. Successfully persuades and influences others. Relates to others in a confident and relaxed manner</p>
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**Note:**

- The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment
- The incumbent is responsible for maintaining their own drivers license and passport as this is a personal document that belongs to an individual
- This position is required to travel domestically and/or internationally
- This position requires/may require weekend work, or outside ordinary work hours