

Logistics & IT Support - Short-Term Consultancy

PROJECT: Digital Connectivity and Cybersecurity Partnership (DCCP)-Pacific

COUNTRY OF ASSIGNMENT: Papua New Guinea

Introduction:

Nathan, a Cadmus Company, is a leading provider of analytic and economic consultancy services worldwide. In the past decade, we have implemented more than 120 projects in more than 50 countries leveraging our global presence in Washington DC, London, and India. From improved transparency and deeper stakeholder engagement to more effective policies and more resilient businesses, we deliver results that impact economic growth, human development, and poverty reduction.

Nathan is implementing the USAID Digital Connectivity and Cybersecurity Partnership (DCCP)-Pacific Activity, a five-year activity across 12 Pacific Island Countries headquartered in Suva, Fiji. DCCP-Pacific seeks to improve digital access and connectivity and support the efficient delivery and use of digital services throughout Pacific Island Countries. DCCP seeks to improve the digital ecosystem by (1) improving broadband access, resulting in more secure and affordable services; (2) amplifying successful public-private initiatives, resulting in a strengthened regulatory and legal framework for regional alignment; (3) advancing digital government services; and (4) enhancing essential digital skills of civil servants, officials, and citizens, supporting the next generation of ICT specialists.

Nathan is seeking a qualified Short-Term Technical Assistance (STTA) Consultant for a Logistics & IT Support position for DCCP-Pacific Activity. The Consultant will support the PNG Digital Government Team and stakeholders with IT-related support. In addition, the Consultant will also support the DCCP-Pacific Team with managing PNG workshop and event logistics and conducting programmatic and compliance monitoring of PNG-based Grantees.

The Consultant should be based in Papua New Guinea in person.

Collaborating Sectors:

- I. The Consultant will work closely with the DCCP-Pacific team, PNG government focal points, stakeholders, vendors, and international and regional partners to provide on-ground administrative and logistical support to the DCCP-Pacific team.

Overall Aim, Background, Objectives, and Assignment Outputs:

2. Objectives:

The main objective of the Consultant will be to support the DCCP team with all PNG-related grantee, administrative and logistical activities. This is not a full-time role, and the consultant will be commissioned for their services on a need basis.

3. Responsibilities:

1. Administrative, IT, and Operational Support:

- Provide IT-related support to the PNG Digital Government Team and other relevant stakeholders.
- Provide logistical and on-ground administrative assistance to operations and technical teams to ensure seamless project execution.
- Organize and manage meetings, workshops, and events, including preparing agendas, maintaining minutes, and tracking related documentation.

2. Research and Data Collection:

- Conduct targeted research and compile data to support programmatic and operational needs.

3. Stakeholder and Partner Engagement:

- Act as a liaison for communication with external partners, stakeholders, and vendors, fostering collaboration.
- Build and sustain positive relationships with stakeholders, ensuring expectations are managed through consistent communication and timely updates.

4. Program Support and Compliance Monitoring:

- Conduct site visits to USAID DCCP grantees to monitor grant implementation progress and ensure adherence to USAID regulations and grant terms.
- Assist in pre-award risk assessments, co-creation sessions, and capacity assessments of potential grantees, identifying areas for support.

5. Errands and Miscellaneous Tasks:

- Facilitate operational errands to support the technical and operations teams as required.

6. Event and Communication Coordination:

- Help coordinate events and facilitate the dissemination of relevant information and updates to stakeholders and team members.

Qualification Criteria:

4. **Work experience:** The Consultant should have more than five (5) years of relevant work experience in the regional development sector.
5. **Qualification:** Tertiary qualification in IT, public administration, management, computer science, information systems, or any other related disciplines.
6. **Skills:** Excellent communication, negotiation, and interpersonal skills.
7. **Substantive knowledge:** Knowledge of USAID compliance requirements and the local IT sector is an

added advantage.

Reporting:

8. The Consultant will report directly to the Deputy Chief of Party, and work closely with the Objective 3 Lead, Finance & Administration Manager, and the Workshop and Logistics Manager.

Application Process:

9. Interested candidates must submit a cover letter and CV to **sheik.saheb@cadmusgroup.com** with a copy to **amy.conlee@cadmusgroup.com** - Please indicate “**Logistics Support Officer**” in the subject line. Applications are due on December 31, 2024. Only finalists will be contacted for an interview by January 2025.