



**PAPUA NEW GUINEA  
AUSTRALIA ALUMNI  
ASSOCIATION**

## **PNGAAA AMBASSADORS PROGRAM**

### **Overview**

The Papua New Guinea Australia Alumni Association (PNGAAA) is a prestigious network of highly skilled Papua New Guinean professionals who have studied in Australia or undertaken studies funded by the Australian Government. The PNGAAA is an officially registered and recognised association in Papua New Guinea, with Alumni Chapter networks situated throughout ten (10) provincial centres.

The PNGAAA was established in November 2006 to create a support network for Papua New Guineans who have studied in Australia to help them work together to contribute to the nation's development within the public, private and civil sectors. The PNGAAA provides a network for alumni to maintain and further develop partnerships with each other and Australian institutions that are mutually beneficial. The Association fosters a relationship that strengthens bilateral ties between both countries through human capital.

The Association is a socially inclusive platform that encourages development of ideas, provides opportunities to share knowledge and expertise, strengthen linkages with Australia and its institutions, supports creativity, innovation and entrepreneurship, and provides leadership opportunities for all its members.

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## Ambassadors Program

The PNGAAA introduced an Alumni Ambassadors Program in 2015 to promote leadership opportunities for its members and ensure it was engaging in identifying emerging leaders. PNGAAA is keen on continuing this program and is committed to developing the Alumni Ambassador Program through partnership with the Australia Awards in PNG.

### **The purpose of the program is to:**

1. Develop a trained and motivated team of alumni who act as ambassadors for the Association and for the Australia Awards Scholarship programs. They assist with marketing and promotion, strengthening of alumni Chapters in the provinces, building partnerships and increasing membership.
2. Create opportunities to develop potential leaders for the Association, and for PNG, by assisting PNGAAA executives.
3. Enhancing the capacity of leaders who can make a difference in their communities.
4. Foster and promote the development of beneficial relationships among the PNGAAA, Executive, Secretariat staff, Australia Awards, the Australia High Commission and Strategic Partners.

## Terms of Reference

An Alumni Ambassador is a volunteer alumnus or alumnae who contributes time and skill to initiating and partaking in PNGAAA activities throughout the country.

The Ambassador Program is open to alumni members who portray leadership traits, have a highly informed, positive and passionate attitude towards the activities of the association, and project the characteristics of good role models. Ambassadors are expected to know overall demographics of the PNGAAA membership. Ambassadors are also expected to contribute to achieving the PNGAAA's vision by sharing professional experiences, networking, and having open dialogues with members at all levels.

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## **Responsibilities include, but are not limited to:**

- Marketing and promoting the Association to complement executive initiatives in the national capital district and regional areas.
- Providing information on the Association, its constitution, mission, members, services such as grants and public diplomacy activities, and membership campaigns (some of which may be time-sensitive and tied to special incentives).
- Acting as a PNGAAA representational resource for Australia Awards and the Australia High Commission (AHC).
- Assisting in preparations for upcoming events, high delegation visits, promotions and public diplomacy matters.
- Attending events at the request of the PNGAAA or Australia Awards and accompanying delegates at functions if required.
- Attending special functions and alumni consultations.
- Building partnerships that benefit the PNGAAA and networking with stakeholders.
- Refer new members to PNGAAA and the Chapters (on an ongoing basis).
- Attending executive meetings as observers as and when invited.

## **Ambassadors must:**

### **Experience**

- Demonstrate experience in implementing, managing and coordinating high-profile public diplomacy activities with a high level of efficiency.
- Demonstrate experience in engaging with diverse stakeholders in private, public and civil society sectors.
- Demonstrate experience in contributing to professional activities.

### **Knowledge and Personal Abilities**

- Demonstrate the ability to meet new people, network, and communicate with persons of various cultures and disciplines representing a range of stakeholder organisations.
- Demonstrate knowledge of public relations and protocol relating to high-profile events and activities.

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- Conduct themselves in an appropriate and responsible manner when performing their duties as a PNGAAA Ambassador.
  - Uphold professional integrity and values as a role model for the next generation of leaders.
  - Be able to work collaboratively and respond flexibly to changed circumstances and priorities.
  - Demonstrate cultural sensitivity and the ability to strengthen alumni activities by integrating crosscutting awareness themes such as gender equality, violence against women, people with disabilities, child protection, environment and good governance.

## **Eligibility:**

PNGAAA members eligible to participate in the Alumni Ambassadors Program must have:

- Successfully completed studies in Australia under an
  - Australia Awards Scholarship
  - In-PNG Scholarship
  - Fellowships Award
  - Or a PNG Leadership & Government Precinct Award.
- Graduated in the last three years with a certificate, diploma, BA degree or higher.
- Regular paid membership of the PNGAAA.
- An updated profile on the 360Alumni database. Click this link <https://pngaaa.360alumni.com> to activate or create your profile. This is essential to the selection process.
- Exceptional verbal and written communication skills and strong interpersonal skills.
- A positive, enthusiastic, and confident attitude towards working with others as part of a team or independently.
- A desire to network and gain valuable contacts.
- Well-developed presentation skills, with the ability to address audiences.
- A personable and approachable manner.

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- The ability to motivate, coach and mentor potential students to apply for an Australia Awards Scholarship.
  - Commitment to promoting the mission and vision of the PNGAAA.
  - The ability to build productive and transparent partnership with the executive and secretariat.

## **Compliance:**

- If an Alumni Ambassador fails to comply with PNGAAA procedures on child protection, gender-based violence, IT security or press engagement, the incident will be investigated and may lead to termination of the appointment.
- The PNGAAA may cease its formal affiliation and support if an Alumni Ambassador is unable to adhere to the requirements set out in the job description, does not meet reasonable requests made by the PNGAAA Executive or Secretariat, or wilfully brings the PNGAAA into disrepute.
- The PNGAAA reserves the right, by notification in writing, to terminate any Ambassador whose actions, in the opinion of the Association, are likely to bring the Ambassadors Program into disrepute.

## **Benefits of being an ambassador include:**

- The opportunity to attend an induction workshop conducted by the Secretariat
- Dedicated training in public diplomacy, public speaking, presentation, leadership and other skills.
- Gaining volunteer experience and exposure beneficial to future employment, networking opportunities and the chance to share experiences as an alumnus or alumnae.

*Note: The post of Alumni Ambassador is voluntary and you will normally receive no remuneration for duties undertaken. You may, when appropriate and by prior approval, receive a contribution towards travel or similar costs.*

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## How to apply:

A call out for Applications will be through an expression of interest form.

PNGAAA would like to maintain its presence throughout PNG through this program by appointing ambassadors in each province. Priority appointments will be made under consultation with the respective Chapter executive.

## Assessment and Selection:

The Secretariat and PNGAAA Executive will assess all applications and inform successful applicants.

**Duration of appointment:** Two (2) years.

Timeline

Ambassadors Program announced at the AGM	26 June 2019
Call out for expression of interest	5 July 2019
Close of expression of interest	26 July 2019
Assessment and selection	9 August 2019
Ambassadors program training	September 2019