



**PAPUA NEW GUINEA
AUSTRALIA ALUMNI
ASSOCIATION**

PNGAAA 360Alumni Communities of Practice Moderators

Overview

The Papua New Guinea Australia Alumni Association (PNGAAA) through its online platform – the 360alumni – is establishing a range of online Communities of Practice (CoP) based on the professional and topical issues that are of emerging or special significance to our alumni and their capacity to make contributions to the development of Papua New Guinea.

These CoPs will include participation from both male and female alumni and discussions will be moderated by appropriately qualified volunteer alumni who will be provided with the necessary internet access and CoP moderator training.

Terms of Reference

Moderator responsibilities include, but are not limited to:

- Facilitate discussions in their CoP and provide the necessary leadership and coordinative support to enable knowledge sharing, networking and building partnership within their respective CoP
- Identify topics for discussion and develop content for the CoP that stimulates and facilitates dialogue and engagement. Moderators may develop a content schedule.
- Motivate active participation in the discussions and conversations and provide constructive feedback.

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- Ensure respect among members and define expectations about what members can expect from the online discussions. Have a mediation resolution approach in place if online discussions escalate into disagreement among members.
 - Recognise, and accommodate for, members' varying levels of experience and comfort in operating with online platforms and the social media environment
 - Report monthly to the PNGAAA Secretariat on the discussions and activities of the group as well as seek guidance and advice.

Experience

- Demonstrated experience in conducting online discussions and forums and/or participation as a speaker/moderator in symposiums, conferences, dialogues or other meetings
- Fluency in both written and spoken English

Knowledge and Personal Abilities

- Recognised expertise in the area of the CoP
- Excellent interpersonal skills including communication and people skills
- Well-versed with information technology and the use of social media platforms
- Committed to PNGAAA's mission, vision, values and ethical standards
- Sensitivity to cultural, gender, religion, race, nationality and age differences
- Ability to maintain objectivity and impartiality in guiding and evaluating discussions
- Ability to motivate, coach and mentor other PNGAAA members

Eligibility:

PNGAAA members eligible to become moderators of CoPs must:

- Have successfully completed studies in Australia or in PNG under the Australia Awards Scholarships or with Australian Government support
- Have a qualification (Masters or PhD level) in the area of CoP, or equivalent relevant experience
- Be a current financial member of PNGAAA

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- Have an updated profile on the 360Alumni database. Click this link <https://pngaaa.360alumni.com> to activate or create your profile.
 - Have a laptop or android phone and reliable internet access.

Benefits of being a moderator include:

Moderators will gain volunteer experience and professional exposure in the area of the CoP, online networking opportunities, and the chance to share experiences as an alumni. Both online and face-to-face training opportunities will also be made available to moderators. The moderator experience provides alumni with the opportunity to solidify themselves as emerging or continued leaders in their professional area and to build up their CV.

Note: The role of a moderator is voluntary position and there is no remuneration for duties undertaken. However you will be provided with sufficient internet data to be able to moderate discussions online regularly.

Communities of Practices:

The following communities of practices will be piloted on the 360alumni:

- Science, Technology, Engineering, Mathematics (STEM)
- Entrepreneurship and Small Medium Enterprises
- Agriculture and/or Agribusiness
- Midwifery
- Climate Change and Environment
- Disability Inclusive Development
- PhD Holders
- Family and Child Health

How to apply:

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

Assessment and Selection:

The Secretariat will assess all applications and inform successful applicants.

Duration of role: 12 months

Timeline

Call out for expression of interest	1 April 2020
Close of expression of interest	20 April 2020
Assessment and selection	22 April 2020
Training for CoP Moderators	27-30 April 2020. Daily twenty-minutes online training for four days.