

POSITION DESCRIPTION

National Fisheries Authority

AM3610 - Deputy Managing Director Corporate Affairs & Administration

The Deputy Managing Director Corporate Affairs & Administration reports to the Managing Director and is responsible for the management of NFA's Finance, Corporate Services and Policy & Project Management functions.

Key Responsibilities:

- Provide strategic and advisory support to the Managing Director and maintain close collaboration with key government agencies, bilateral and multi-lateral partners and key domestic and international fishing industry stakeholders
- Play a pivotal role in negotiations and regular dialogue with these key stakeholders.

Key Accountabilities:

- Provide leadership and strategic direction on NFA's Corporate Plan through the implementation and monitoring of annual work plans, projects and programmes
- Preparation of corporate and policy submissions for Board and Minister
- Coordinate high level consultations and dialogue with sector, industry, domestic and international partners and relevant stakeholders on issues affecting the sector
- Ensure open and regular consultation between NFA and stakeholder groups
- Act as delegation lead for national, regional and International Fisheries Working Group and Committee meetings and consultations.

Expected Competencies

- Degree in Finance, Business Management, Business Administration, Economics, Public Policy or a related field of study. Post-graduate qualifications in Finance, Economics or Business Administration is highly desirable
- 10 years' experience in business management or finance with 5 years in a senior management role, preferably within the fisheries sector or similar industry
- Proven experience in corporate planning and policy development
- Comprehensive understanding of the Fisheries Management Act and related regulations, as well as domestic, regional and international fisheries issues
- Well-developed understanding of international treaties and conventions governing fisheries management, development and sustainability
- Demonstrated ability to assimilate and analyze social, economic and scientific information in the formulation and monitoring of policy
- Strong business acumen, financial management & reporting capabilities
- Project Management experience
- Well-developed negotiation and influencing skills
- Excellent oral and written communication and report writing skills, with high level presentation skills
- Demonstrated leadership capabilities with excellent people management and organizational development skills
- Advanced Computer literacy skills.

Applications close cob Friday 26th January 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to admin@vanguardpng.com together with a copy of your CV in MS Word format

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview