

## **POSITION DESCRIPTION**

### National Fisheries Authority

#### **AM3612 - Executive Manager Corporate Services**

The Executive Manager Corporate Services (EMCS) reports to the Deputy Managing Director, Corporate Affairs & Administration.

#### **Key Responsibilities:**

- Managing the Human Resources, Training & Development, Information & Communication Technology, Properties and Infrastructure, Records & Archives and Library & Information Services functions within NFA
- Planning & budgeting, monitoring and evaluation of annual work plans, implementation and monitoring of programmes and projects, contract management and outsourced services, fleet management, records management and general administration
- Provides strategic advisory support to the Deputy Managing Director Corporate & Administration, Managing Director and relevant Committees on corporate and strategic planning, organizational planning and development, and governance and policy matters.

#### **Expected Competencies**

- Degree in Business Management, Business Administration, Finance, Public Policy and Management or a related field. Post-graduate or a Masters qualification is highly desirable
- 10 years' management experience in the public or private sector in human resources, strategy, business management or similar roles
- Well-developed understanding of PNG's statutory and regulatory requirements relating to Labour and Employment, Taxation and government objectives and policies including the public services General Orders and Public Finance Management Act (PFMA)
- Good understanding of the fisheries management business as well as the statutory and regulatory requirements governing the sector
- Demonstrated experience in administrative and organizational systems management at a senior level
- Demonstrated experience in budgeting, financial management and reporting
- 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 26<sup>th</sup> 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](mailto: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**