

POSITION DESCRIPTION

National Fisheries Authority

AM3647 - Manager - Property & Asset Management

The Manager, Property and Asset Management reports to the Executive Manager Corporate Services.

Key Responsibilities:

- General management, maintenance and development of NFA properties and assets including land, buildings, institutional housing and infrastructure projects
- Management and oversight of NFA's asset register, service and supply contracts and outsourced services including security, project management services and building services
- Fleet management including repair and maintenance
- Manage and maintain relationships with key government agencies on matters relating to land registration, infrastructure, utilities and related services.
- Project Management, procurement, and internal/external tender process management
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Expected Competencies:

- Degree in Land Management, Properties, Commerce or a related discipline. Post-graduate qualifications will be well regarded
- Minimum 8 years in property and facilities management with at least 5 years in a management role in properties and assets management
- Knowledge and experience in contract management, internal/external tender procedures, outsourced services and similar commercial contractual arrangements
- Sound understanding of Public Finance Management Act, PNG Lands Act, Town Planning Act and other legislation relating to government finance, accounting and budgets
- Good understanding on NFA's financial management system, and tendering (internal/external) and procurement processes
- Project Management skills and experience
- Excellent oral and written communications skills with good presentation and report writing skills
- Ability to manage competing priorities within limited time frames
- Good people management skills
- Advanced computer literacy skills

Applications close cob on Friday 13th April 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.