

POSITION DESCRIPTION

Minerals Resources Authority

AM3750 - Executive Manager - Corporate Services

The Mineral Resources Authority (MRA) was established as a statutory authority through the enactment of the Mineral Resources Authority Act 2018 to provide a flexible, independent, commercially attuned, contemporary agency to manage the regulation, administration and promotion of the mining industry in Papua New Guinea. MRA commenced operation in July 2007.

MRA is inviting exceptional candidates to apply for the vital role of:

EXECUTIVE MANAGER – CORPORATE SERVICES

The role is responsible for the provision of leadership, management direction, audit and quality control for effective and timely delivery of corporate and financial services within the MRA and in relation to our regulatory responsibilities to external stakeholders.

Key Responsibilities:

- Ensure the accuracy, quality and integrity of all processes under the Corporate Services Division (CSD)
- Provide leadership and direction to CSD branch managers, including assets, human resources and IT
- Provide timely, informed advice on CSD matters to the Board and Executive Management, including performance under the MRA Corporate Plan
- Monitor the operations of all divisions to ensure that financial accountability, communication protocols and administrative initiatives are maintained and adhered to
- Oversee the preparation of budget estimates, negotiate and manage CSD's budget allocations according to the MRA Act, Public Money Management Regularisation Act and Public Finance Management Act
- Coordinate the development of Annual Business Planning, Management Action Plans and Expenditure Plans
- Ensure the Performance Management System and its processes are established, implemented and reviewed regularly
- Ensure that MRA operates with best practise IT infrastructure and support
- Ensure that CSD operates to the highest standard of ethical conduct and complies with its "Workplace Charter and Code of Conduct".

Expected Competencies:

- Masters in Business Management, Degree in Accounting or Commerce and CPA qualified
- Minimum 10 years' experience at Executive Manager level in a progressive Commercial/Statutory environment
- Good knowledge of relevant legislation such as Public Finance Management Act, Tax Laws, Labour Laws, Public Money Management Regularisation Act and Companies Act
- Excellent decision-making skills in all aspects of reporting, planning and monitoring projects, annual work plans and Budgets
- Demonstrable experience in planning and monitoring the annual statutory audit
- Excellent communication and people management skills and the ability to work effectively and collaboratively with Government, industry and other stakeholders.

Applications close cob Friday 19th April 2019

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguard.com.pg 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