

POSITION DESCRIPTION

Special Economic Zone Authority

AM100015 - Executive Manager - Policy & Regulatory

Special Economic Zone Authority (SEZA) is a Statutory Authority established through the Special Economic Zone Authority Act 2019. SEZA is the sole National Developer and Regulator for Special Economic Zones in Papua New Guinea. The Authority is mandated to be the facilitator for the creation, development, operation, maintenance, regulation and promotion of Special Economic Zones.

Applications are invited from qualified and experienced professionals for this position based in Port Moresby.

EXECUTIVE MANAGER - POLICY & REGULATORY – GR.14

The Executive Manager – Policy & Regulatory is responsible for the development, implementation and oversight of all policy and regulatory frameworks within the SEZs. This position requires a deep understanding of economic zones, regulatory environments, and government relations, ensuring that the SEZs operate within legal frameworks while promoting a favorable business environment.

Key Responsibilities:

- Develop and implement policies and strategies to support the objective of the SEZA
- Collaborate with internal stakeholders, government bodies and industry experts to analyze and recommend policy changes to enhance the SEZ competitiveness
- Monitor and interpret existing regulations and ensure the SEZ's compliance with legal requirements
- Conduct regular audits to assess adherence to established policies and regulations, recommending corrective actions as necessary
- Build and maintain strong relationships with government agencies, industry associations and other relevant stakeholders to stay informed about changes in regulations and policies
- Represent the SEZ agency in discussion and negotiations with external entities related to policy matters
- Stay abreast of national and international economic trends, regulatory developments and best practices in SEZ management
- Conduct in-depth research and analysis to provide insights and recommendations for policy improvements
- Collaborate with the legal department to ensure that policies align with legal requirements and contractual obligations
- Review and draft legal documents, agreements, and contracts related to policy and regulatory matters
- Develop and implement training programs for SEZ staff and relevant stakeholders on policy changes and regulatory updates
- Provide guidance and support to internal teams to ensure a clear understanding of policy implications on day-to-day operations
- Prepare regular reports on policy and regulatory compliance for internal and external stakeholders
- Maintain accurate and up-to-date documentation of policies, regulations and compliance records.

Expected Competencies:

- Master's degree in public policy, Business Administration, Law or a related field
- Minimum of 10 years of experience working in a similar role, preferably within the context of Special Economic Zones or economic development agencies
- In-depth knowledge of regulatory frameworks, economic policies and international trade agreements
- Knowledge of SEZA Act and relevant legislation
- Knowledge of Special Economic Zone Operations Management
- Strong analytical, research and problem-solving skills
- Excellent communication, interpersonal and financial management skills
- Demonstrated leadership and project management capabilities

- Ability to work collaboratively with diverse stakeholders
- Ability to manage multiple projects and work under pressure.

This position is open to PNG Citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV and details of three (3) referees with current contact details.

For more information email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 1st November 2024

Only shortlisted candidates will be contacted.

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@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.