

POSITION DESCRIPTION

Business Council of Papua New Guinea

AM100036 - Liaison Officer

The **Business Council of Papua New Guinea (BCPNG)** is the peak body representing the private sector in Papua New Guinea across all sectors, promoting the importance and role of economic growth, freedom and enterprise.

Applications are invited from qualified and experienced professionals for these roles based in Port Moresby.

LIAISON OFFICER

The role will be responsible for fostering and maintaining relationships between the Business Council of Papua New Guinea (BCPNG), government entities, and the private sector and assist with organizing and facilitating of Government-to-Business (G2B) and Business-to-Business (B2B) engagements. Also, supports internal administration, communications, and membership activities for BCPNG.

Key Responsibilities:

- Coordinate all G2B and B2B engagements and initiatives including G2B Consultative Forum and “Praivet Gavamani Konekt” annual series of conferences and other engagements that the council hosts
- Ensure effective communication and collaboration between government entities and business stakeholders
- Ensure regular and timely updates on relevant business activities and events
- Compile and distribute monthly newsletter to BCPNG’s member and ensure it includes updates on council activities, news and opportunities
- Ensure the private sector membership database is up to date and effectively tracks member information
- Provide content for the council’s social media and website.

Expected Competencies:

- Diploma or Degree in Business, Communications, Public Administration, or related field
- Experience in government relations, business administration or a similar role
- Familiarity with Papua New Guinea’s business and government landscape
- Excellent communication and writing skills
- Excellent organizational and time management skills
- Ability to work independently and in a team environment.

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, including details of three (3) referees with current contact details.

For more information or to request a full Position Description email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday, 18th October 2024

Only shortlisted applicants 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.