

## **POSITION DESCRIPTION**

National Gaming Control Board

### **AM100040 - Travel Officer**

The **National Gaming Control Board (NGCB)** is a Statutory Regulatory Authority established under the Gaming Control Act 2007 to regulate all forms of games and to promote probity and integrity, fairness and efficiency in the operations of persons engaged in gaming activities in the country, to reduce any adverse social impact of gaming and to promote a balance contribution by the gaming industry to general community benefit.

The National Gaming Control Board is currently seeking expression of interest from qualified, experienced and dedicated Officer to join our team.

The position is Port Moresby based and open to Nationals only.

## **TRAVEL OFFICER**

### **Position Overview**

The Travel Officer will be responsible to manage efficient travel through outsourced travel service providers, ensuring compliance with related policies supporting staff, management and the Board with end-to-end travel related services.

This position will report directly to the Office of the CEO within the National Gaming Control Board.

### **Key Responsibilities:**

- Oversee monthly travel planning with CEO's office, COO's office and other Divisions
- Liaise with relevant embassies and agents to obtain the required Visas and compliance documents for international travel of company Management and Staff
- Process the day-to-day travel-related requests by coordinating with travel agents, hire car suppliers and hotels to ensure quotations are obtained in compliance with Finance and HR Resource travel Policies, ensuring cost effective arrangements
- Source and review all travel supplier quotations before submitting to the Finance Division for payment
- Ensure all travel requisitions are signed by individual officers and approved
- Support the Finance team in reviewing suppliers monthly travel invoices and keeping records of travel supplier credits and refunds
- Guide staff on travel administrative procedures to ensure documentation completeness
- Liaise with Finance Division to verify the budget availability and allocation before travel processing and payment
- Ensure timely turnaround at all times with travel related requests
- Maintain an up-to-date database and track travel movement to ensure constant communication regarding trip challenges and the safety of staff
- Provide weekly, monthly and yearly analysis of travel trends, bookings, and compliance reports with Finance Policy and Human Resource Policy
- Liaise with the travel agents to provide monthly travel report based on the changes within the industry
- Ensure service excellence with the Travel suppliers for the provision of customer service to internal clients
- Escalate service issues relating to ticketing, hire cars, airport transfers and hotel accommodation through approved processes
- Other related duties as required.

### **Expected Competencies:**

- Diploma in Business Management, Logistics, Hospitality Management, or related field
- Minimum of 2-3 years` experience in a similar role
- Good knowledge of travel services booking for flight, accommodation and vehicle hire
- Proficiency in Microsoft Office Suite, particularly MS Word and MS Excel

- Familiar with travel management software, online booking tools, and other travel-related technologies
- Excellent communication skills, both written and oral
- Basic financial skills to manage travel budgets, track expenses, and reconcile travel-related invoices
- Must be responsive, approachable, and helpful in assisting with travel-related queries or challenges
- Willing to work after hours to ensure all travel matters are met and challenges are resolved.

### **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](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday, 29<sup>th</sup> November 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](mailto: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.**