

POSITION DESCRIPTION

National Fisheries Authority

AM100059 - Executive Manager - Corporate Services

The **National Fisheries Authority (NFA)** is a statutory body established under the Fisheries Management Act 1998 (as amended). Its mandate is to sustainably manage and develop Papua New Guinea's fisheries and marine resources to ensure equitable benefits for all citizens.

Aligned with the Government's development priorities, the NFA is driving a commercialization agenda aimed at leveraging market mechanisms to maximize the fisheries sector's contribution to national development goals.

This opportunity offers the chance to lead and shape the corporate services function within one of Papua New Guinea's most vital sectors. If you meet the qualifications and are passionate about making a difference, we encourage you to apply for this executive management position based in Port Moresby.

EXECUTIVE MANAGER - CORPORATE SERVICES

Reporting to the Managing Director through the Deputy Managing Director - Corporate Affairs (DMD-CA), this role is critical in overseeing the implementation and operation of NFA's Corporate Plan including its control systems and processes. The EMCS will provide strategic leadership, coordination and direction for the corporate services functions within the Authority, ensuring efficiency and a client-focused approach in service delivery.

Key Responsibilities:

- Provide strategic leadership and coordination for NFA's corporate services to ensure efficient and client-focused service delivery.
- Develop and oversee work program planning for corporate services personnel, setting, monitoring, and achieving performance targets through the Work Planning and Performance Review (WPPR) process.
- Ensure the successful delivery of program objectives for administration, staffing, contract management and board services.
- Manage administrative and staffing systems and procedures in compliance with statutory requirements, ensuring operational efficiency.
- Foster open and regular consultation between NFA and stakeholder groups.
- Provide technical advice to the Managing Director on corporate and operational matters.
- Collaborate with the Deputy Managing Directors to support NFA's contributions to stakeholder consultations and meetings.

Expected Competencies:

- Bachelor's degree in Business Management, Human Resource Management, Accounting, or Fisheries Economics. Postgraduate qualifications (Master's or Graduate Diploma) are advantageous but not essential if strong technical performance and organizational management skills are demonstrated.
- 10–15 years of experience in a corporate leadership role, including a strong background in the fisheries sector.
- At least 5 years of executive-level experience in public or private sector organizations with a proven track record of achieving high performance against KPIs.
- Demonstrated ability to deliver results in high-pressure environments.
- Strong leadership and management skills with excellent communication, interpersonal, analytical and problem-solving abilities.
- Proven experience in staff coaching and engagement and people management.
- Exemplify the core values of honesty, integrity, accountability and professionalism.

An attractive remuneration package commensurate with qualifications and experience is on offer for the successful candidate.

TO APPLY

Visit: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following: updated CV, copies of qualifications and details of three (3) referees.

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

Applications close COB Friday 17th January 2025

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.