

POSITION DESCRIPTION

National Energy Authority

AM10062 - Board Secretary

Re-advertisement

The **National Energy Authority (NEA)** was established under the National Energy Authority Act 2021 to regulate the generation, transmission, distribution, and retailing of both renewable and non-renewable energy.

The NEA invites applications for this leadership role that will support its growth and diversification as the economic and technical regulator of the energy industry in PNG.

BOARD SECRETARY

Reporting to the Managing Director, the Board Secretary will provide support to the NEA Board and the Managing Director's office, ensuring compliance with the NEA Act (2021) and other applicable legislation, facilitating smooth board operations.

Key Responsibilities:

- Ensure the board members receive the required advice, guidance and resources for discharging their fiduciary duties to service providers, consumers and the government under the NEA Act 2021.
- Record minutes during a board meeting and ensure these are documented as required and disseminated within the expected time frames.
- Ensure good corporate governance and provide advice and counsel on board responsibilities and logistics.
- Planning and preparing for meetings including but not limited to;
 - Scheduling
 - Agendas
 - Presentations
 - Executive communications
 - Documenting Meetings.

Expected Competencies:

- Bachelor's degree in Law is required.
- Minimum of 5 years Board Secretary experience.
- Excellent organizational, administrative and communication skills.
- Computer literate.
- Proven analytical, research and negotiation skills.
- Good interpersonal skills.

This position is open to PNG citizens only.

TO APPLY

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

Complete the online application form and attach the following documents; Expression of Interest Letter, Curriculum Vitae (CV), Certified copies of Qualifications and Three (3) written references.

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

Applications close: COB Friday 17th January 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.