

## **POSITION DESCRIPTION**

Special Economic Zone Authority

### **AM250001 - Chief Operating Officer**

The **Special Economic Zone Authority (SEZA)** is established under the Special Economic Zone Authority Act 2019 as the sole National Administrator and Regulator for Special Economic Zones in Papua New Guinea (PNG). As a quasi-independent Authority, SEZA is mandated to coordinate, regulate, and promote the establishment and operations of Special Economic Zones in PNG under the SEZA Act 2019.

SEZA is now looking to recruit a strong and dynamic Chief Operating Officer (COO) to work with its young and dynamic team at its Head Office in Port Moresby. The COO SEZA is looking for should possess the required educational acumen in the demonstrated fields shown below, is well experienced, and has a proven record of driving and achieving change and performance most preferably in special economic zones and/or in related sectors and should have a proven ability to manage at the senior executive level.

### **CHIEF OPERATING OFFICER**

Reporting directly to and working closely with the Chief Executive Officer (CEO), the Chief Operating Officer (COO) will play a pivotal role in providing strategic leadership and overseeing the daily operations of SEZA. The COO will collaborate closely with the CEO and the Executive Management to carry out the directions of the SEZA Board and ensure that SEZA's operations are efficient, effective, and aligned with the Authority's strategic objectives and mandate and that of the Government of PNG.

#### **Key Responsibilities:**

- Direct, steer and coordinate the establishment and operations of SEZs under the leadership of the CEO and the Board
- Provide support and advise to the CEO and executive team to define and execute the organization's strategic vision and operational objectives
- Support the CEO in implementing and managing SEZ development plans and programs across Papua New Guinea
- Provide strategic leadership to drive SEZA's growth into a fully functional authority with the resources to effectively manage and regulate Special Economic Zones
- Design and implement operational policies and procedures to drive effective and efficient operations
- Stay informed on industry trends and provide actionable recommendations for operational enhancements
- Establish and oversee systems and processes to improve operational efficiency, scalability, and performance
- Ensure full compliance with industry regulations, standards, and best practices
- Oversee the recruitment and development of a high-performing operations team, cultivating a culture of collaboration, accountability, and innovation
- Plan and manage departmental budgets while tracking performance metrics and key performance indicators (KPIs)
- Lead efforts to streamline workflows, reduce costs, and enhance quality and customer satisfaction
- Maintain and strengthen relationships with key partners and stakeholders
- Negotiate contracts and agreements with suppliers, vendors, and strategic partners
- Oversee crisis management efforts, ensuring swift resolution and minimal impact on operations
- Carry out other responsibilities as determined by the CEO and the Board.

#### **Expected Competencies:**

- Bachelor's degree in Economics, Business Administration, Public Policy, Management, or related fields (holding post graduate qualifications would be an advantage)
- Minimum of 5 years of proven experience in a similar role in a government authority or corporate organization
- Knowledge of General Orders, Financial Management Act, and relevant legislations
- Knowledge and demonstrated experience in establishing and administering SEZs and related sector development
- Strong analytical, research and problem-solving skills, including designing and executing projects

- Excellent communication and interpersonal skills
- Demonstrated leadership and management experience at the executive level
- Ability to work collaboratively with diverse stakeholders, including Directors across the business.

Remuneration package is negotiable, however, subject to the PNG Public Service Terms and Conditions and the approval of the Government of PNG in the case of a non-national.

### **APPLY NOW**

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

**Applications close 5pm, Friday, 24 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](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.**