

POSITION DESCRIPTION

Port Moresby Chamber of Commerce & Industry Inc.

AM25000132 - Executive Officer

Port Moresby Chamber of Commerce & Industry Inc. (POMCCI) is an influential industry body comprised of the largest member-based alliance of leading organizations across Papua New Guinea's capital city.

POMCCI is inviting qualified and experienced professional for the executive and supervisory position based in Port Moresby.

EXECUTIVE OFFICER

Reporting to the Board, the Executive Officer will be responsible for providing strategic leadership, driving the Chamber's organisational objectives, and ensuring effective daily operations and member services.

Key Responsibilities:

- Provide Strategic Leadership aligned with the organisation's mission and goals and Board governance
- Oversee financial management including developing and recommending the annual budget for Board approval, managing expenditures, ensuring sound bookkeeping, accurate financial reporting, and compliance with all tax and regulatory obligations
- Identify and evaluate strategic and operational risks to POMCCI's people, assets, finances, goodwill and reputation, and implement appropriate risk mitigation measures
- Oversee all aspects of human resource management for the Chamber's secretariat team
- Act as the primary spokesperson and advocate for POMCCI, representing the interests of the Chamber's members to government agencies, policy makers, industry associations, and the broader public
- Build and maintain strong relationships with key stakeholders – including government officials, embassies and consulates, investors, and other peak industry bodies – to advance common interests
- Ensure the efficient and effective day-to-day operations of the Chamber's programs, services, and administrative functions
- Develop and implement operational plans that translate strategic objectives into actionable activities, aligning with the annual business plan and budget
- Oversee the design, marketing, and delivery of member services, events, and programs – ensuring they are high-quality and meet the needs of POMCCI members and partners
- Grow and sustain POMCCI's membership base by developing and executing effective member recruitment and retention strategies
- Enhance member value by organising engaging member-only programs, networking events, and seminars tailored to members' interests and business needs.

Qualifications & Experience:

- Do you have Post graduate qualifications (e.g. MBA or Master's in a relevant discipline)? If yes, provide details
- Do you have a Bachelor's degree in Business Administration, Economics, Public Policy, Management related fields? If yes, provide details
- Do you have a minimum 5 years' experience in an executive management role, preferably within a Chamber of Commerce, business association, industry body, or a similar member-focused organization? Please provide details
- Share your experience in engaging with external stakeholders?
- Do you have experience engaging in advocacy work?
- Share your experience in financial management and fiscal responsibility, including financial reporting and ensuring financial controls
- Share your knowledge of the PNG business environment

- Are you a citizen or permanent resident of Papua New Guinea?

This position is open to PNG citizens only.

APPLY NOW

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/>, download and complete the online application form then submit together with your updated CV, including details of three (3) referees with current contact details and certified copies of qualifications by email to jobs@vanguard.com.pg

For more information, call (+675) 7500 7500.

Applications close at 5pm on Friday, 25th April 2025

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.