

POSITION DESCRIPTION

National Broadcasting Corporation

AM25000152 - Executive Director - Human Resources & Administration

The **National Broadcasting Corporation (NBC)** known as the “Voice of PNG” is Papua New Guinea's state-owned media organization and national broadcaster. NBC provides essential services by delivering programs that enrich, inform, entertain, reflect national identity and give voice to the people, since 1973.

This is an opportunity to join the NBC and make a difference, leading the HR and Admin team. This position is based in Port Moresby.

EXECUTIVE DIRECTOR – HUMAN RESOURCES & ADMINISTRATION (GR.18)

Reporting to the Managing Director, the incumbent will provide human resource strategic management and administration of the organization's HR Policies, HR planning, development and processes, and management of the organization's properties and assets.

Ensure the organization achieve its corporate goals in line with strategic objectives and priorities by having the right people with the right skills.

Key Responsibilities:

- Provide strategic leadership
- Organize and direct the administrative, personnel, industrial and training needs of NBC
- Develop policies, guidelines and plans to enable the division to be most effectively and efficiently utilized and conducive to professional development of human resources of NBC
- Develop, manage and control operation and reporting systems within the division to enable effective performance within functional units of the division
- Manage and control work plans to achieve objectives, as Chairman of various In-house Committees
- Prepare and plan annual budget
- Other executive management responsibilities as directed by Office of Managing Director.

Required Qualifications & Experience:

- Do you have a Post graduate qualification? If yes, provide details
- Do you have a Bachelor's degree in Public Administration and Human Resource Development / Management, or a related field? If yes, provide details
- Do you have a Minimum of 5 years' experience in human resource management at the executive management level, ideally in the media industry? Please provide details
- Do you have experience in financial management? Provide details
- Do you have experience in strategic resources management? Provide details
- Share your experience in controlling and co-ordinating disciplinary matters
- Share your experience in managing and leading a team
- What MS applications are you familiar with? Provide details.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

, download and complete the online application form then submit together with your updated CV, certified copies of qualifications, including contact details of three (3) referees, by email to executiverecruitment@vanguard.com.pg

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

Applications close 4:06pm, Friday, 30th May 2025

Only shortlisted applicants will be contacted

Authorized by:

KORA NOU
Acting Managing Director

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to executiverecruitment@vanguard.com.pg together with a copy of your CV in MS Word format.