

## **POSITION DESCRIPTION**

Baptist Union of Papua New Guinea

### **AM25000157 - Senior Operations Manager**

The **Baptist Union of Papua New Guinea (BUPNG)** is a faith-based NGO serving the people of Papua New Guinea, in both urban and rural communities for over 60 years.

BUPNG's vision is to transform the lives of people in Papua New Guinea through their relationships with God, one another and their environment, thus facilitating the Spiritual, Physical, Social, Economic and Environmental well-being of the people in their locality.

BUPNG is seeking qualified and experienced individuals who are keen to build a career in a significant faith-based organization. This position is based at the Head Office in Mt. Hagen.

### **SENIOR OPERATIONS MANAGER**

Reporting to General Secretary, the Senior Operations Manager (SOM) will be responsible for overseeing the operational management of BUPNG's core functions across finance, education, health and CPP programs. The SOM will be a key member of the senior leadership team, working closely with the General Secretary to ensure effective service delivery, financial stewardship, and achievement of BUPNG's strategic objectives.

#### **Key Responsibilities:**

- Provide direct leadership and supervision to the Senior Accountant, CPP Program Manager, Education Manager and Health Manager
- Coordinate the implementation of operational plans and ensure alignment with BUPNG's strategic plan
- Maintain effective communication channels between managers and the General Secretary to ensure timely decision-making and action
- Oversee financial operations and support the Senior Accountant in maintaining accurate financial records and reporting
- Ensure that programs in education, health, and CPP are effectively implemented according to plans and budget
- Ensure that managers prepare and submit timely reports on financial, programmatic, and operational performance
- Represent BUPNG's operational interests in meetings and forums as delegated by the General Secretary.

#### **Skills and Qualification:**

- Do you have a Bachelor's degree in Business Administration, Management, Finance, Public Administration, or a related field. A master's degree is desirable? If yes, provide details
- Do you have a minimum 8 years' experience in a senior management role overseeing multiple departments? Please provide details
- Share your experience in leadership, strategic planning, financial management, and human resources
- Do you have experience in organizational strengthening and systems development? Provide details
- Share your experience working with diverse teams and under pressure.

The salary package for this position includes generous rent and utilities allowances.

**This position is open to PNG citizens only.**

### **HOW TO APPLY**

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/> , download and complete the online application form then submit by email to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) with the following documents: updated CV in word or PDF, copies of qualifications and contact details of 3 current professional referees.

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

**Applications close at 5pm on Friday, 13<sup>th</sup> June 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](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.