

POSITION DESCRIPTION

National Gaming Control Board

AM25000170 - Senior Administration Officer

The **National Gaming Control Board (NGCB)** is a Statutory Regulatory Authority established under the Gaming Control Act 2007 to regulate all forms of games.

NGCB strive to promote probity and integrity, fairness and efficiency in the operations of persons engaged in gaming activities in Papua New Guinea, to reduce any adverse social impact of gaming and to promote a balance contribution by the gaming industry to general community benefit and seeks committed high performing professionals who can make a real impact.

Applications are now open for qualified, experienced and dedicated National professionals to join their team of great professionals.

SENIOR ADMINISTRATION OFFICER

Position Overview

The Senior Administration Officer will be responsible to oversee the daily administration operations of NGCB and provide high-level of administrative support, coordinating of office activities and operations and to maintain the overall efficiency of NGCB. This position requires compliance to the organizational policies and procedures.

Key Responsibilities:

- Maintain accurate records of office expenditure in relation to all administrative activities and provide timely reports and advice to the Manager HR & Administration
- Make submissions on behalf of the Manager HR & Administration to the Office of the CEO or Board of Directors for approval of relevant projects as and when required
- Keep stock control systems up to date and oversee the provision of supplies of stationery and equipment for the Board
- Organize office layout and liaise with appropriate suppliers or service providers or Building Management and other relevant building authorities
- Supervise the general upkeep of office equipment and vehicles and properties owned or occupied by the Board and arrange regular testing of electrical equipment and safety devices installed on all properties of the Board
- Ensure the ordering and issuance of the Board's corporate attire including appropriate work gear and employee identification cards
- Ensure regular maintenance of registry of Board's membership to external organizations such as Business Council of PNG, and other relevant bodies and provide regular update of the relevance of the Board's membership to such organizations to the Manager HR & Admin
- Facilitate travel and accommodation for staff or Members of the Board.

Qualifications & Experience:

- Do you have a Grade 12 Certificate, Tertiary qualifications in Business Management, Office Administration or other related field business studies? If yes, provide details
- Do you have minimum of 3-5 years of work experience in a similar role? Provide details
- Do you have a good working knowledge of security systems especially CCTV Systems and Electronic Access Management Systems? Provide details
- What is your knowledge of Occupational, Health & Safety? Provide details
- What is your understanding of Workplace Ethics and Confidentiality? Provide details
- Share your experience in planning and managing a wide range of tasks and priorities, conducting research and making presentations
- How familiar are you with Office Software, including email, spreadsheets and databases? Provide details

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 with the following documents: updated CV in word or PDF and contact details of 3 current professional referees.

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

Applications close at 5pm on Wednesday, 9th July 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.