

POSITION DESCRIPTION

St John Ambulance & Medical Services

AM4062 - Executive Director - Corporate

Executive Director - Corporate

St Johns Ambulance, an internationally recognised health sector NGO, is seeking an **exceptional person** who will inspire a high-performance culture within the organisation.

You will oversee the corporate, social enterprise (commercial operations), service planning & monitoring departments.

Key Responsibilities:

- Design and implement business strategies, plans and procedures
- Set comprehensive goals for performance and growth
- Establish policies that promote organisation culture and vision
- Oversee daily operations of the organisation and the direct reports
- Evaluate performance by analysing and interpreting data and metrics
- Submit reports to the CEO in all matters of importance
- Assist CEO in fundraising ventures
- Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
- Manage ICT, facilities and other corporate functions.

Expected Competencies:

- BSc/BA in Business Administration or relevant field; MSc/MBA is a plus
- Proven experience at Chief Operating Officer level
- Understanding of the key functions such as HR, Finance, ICT and Marketing
- Demonstrable competency in strategic planning and business development
- Working knowledge of data analysis and performance/operation metrics
- Working knowledge of IT/Business infrastructure and MS Office
- Outstanding organizational and leadership abilities
- Excellent interpersonal and public speaking skills
- Aptitude in decision-making and problem-solving.

APPLY NOW

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

Complete the Application Form and follow the website instructions to forward to Vanguard International, including a detailed CV.

Alternatively, call us on 7500 7500 or email recruitment@vanguard.com.pg

Applications close on Wednesday 23rd June 2021

Only shortlisted candidates will be contacted

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@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