

## **POSITION DESCRIPTION**

PNGX

### **AM4090 - Operations & Supervision Officer**

**PNGX** is Papua New Guinea's national stock exchange. It is responsible for running and maintaining the independent operations of the stock market in the country.

Services provided by the exchange comprise of listing, trading, clearing and settlement that cover companies listed both on domestic and foreign markets.

PNGX is seeking a highly motivated and skilled individual who is keen to build a career in the finance sector. The role is in a small and focused team assisting with the operation of a key element of PNG's financial infrastructure. It provides an opportunity for the right person to grow with the business.

### **OPERATIONS & SUPERVISION OFFICER**

Reporting to the General Manager, the successful applicant will have hands-on responsibility for the operation and supervision of the PNG stock exchange. The person will be motivated, have an enquiring mind and preferably have an interest in technology, compliance, finance and the law.

#### **Key Responsibilities:**

- Ensure the stable operation of PNGX's electronic trading system
- Liaise with hardware, network, trading system and other technology providers
- Provide quality, accurate and timely advice to stockbrokers, listed companies and other external parties
- Monitor the periodic reporting obligations of stockbrokers and listed companies
- Disseminate market releases, company announcements and daily trading reports
- Conduct monitoring and surveillance of all transactions on the market
- Conduct compliance reviews of stockbroker operations
- Identify and manage breaches of listing and trading rules and procedures and initiate disciplinary action as necessary
- Perform periodic reviews and update on company policies and procedures
- Preparation of periodic regulatory reports.

#### **Expected Competencies:**

- Post-Graduate Degree/Degree in Economics/Business Studies/Accounting/Law from a recognized tertiary institution
- Computer literate and experienced with Office 365
- Previous experience in securities market, banking or finance environment (desirable)
- Previous experience in a compliance role
- Previous experience in technology environments including systems administration
- Experience in conducting closed group seminars, conferences and workshops
- High proficiency in technology literacy with familiar with trading systems, market operations or equivalent systems
- Excellent oral and written communication skills with ability to pay attention to detail
- Highly organized with excellent problem-solving skills
- Customer service orientation, enquiring mind, reliability and integrity.

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

**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, police clearance and contact details of three current referees.

Alternatively, please call us on 7500 7500 or email [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg) for the full Job Description.

**Applications close COB Friday 20<sup>th</sup> August 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](mailto: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**