

## **POSITION DESCRIPTION**

Institution of Engineers PNG Inc.

### **AM5002 - Chief Executive Officer**

#### **CHIEF EXECUTIVE OFFICER**

Institution of Engineers Papua New Guinea Incorporated (IEPNG Inc.) is a professional engineering body dedicated to the improvement of engineering practice for the benefit of its members and the people of Papua New Guinea. IEPNG Inc.

The IEPNG Inc. operates collectively with Professional Engineering Registration Board of PNG (PERB) under the Professional Engineers Registration Act (PERA) to uphold it's the Laws to ensure all engineers working in or for PNG Projects are dully registered in accordance with the Laws of PNG.

The CEO reports to the IEPNG Council and the Professional Engineers Registration Board (PERB) and is responsible for the overall strategic management of the Institution, overseeing all projects, finance management, membership services, and office support and ensure office is functioning and providing services to members and clients as required.

#### **Key Responsibilities:**

- Be the administrative head and exercise general supervision and control over the affairs of the Institution
- Provide strategic leadership to ensure corporate plan and strategic goals set by the Council are achievable and to successfully be delivered
- Undertake the responsibility as Secretary of the various Boards, the IEPNG Council and Professional Engineers Registration Board (PERB)
- Financial management of Institution Funds
- Manage and oversee the Institution Property
- Accountable to the various Council Committees
- Public Relations and Government liaison
- International Representations and liaison with world engineering bodies/organizations
- Undertake the duties as Registrar of PERB
- Inter-organizational relationships
- Any other duties as directed by the IEPNG Council, the PERB and the Presdient/Chairman.

#### **Expected Competencies:**

- Bachelor's degree and experience in a relevant field; master's degree preferred
- Minimum of 15 years' executive experience, senior management experience preferred
- Demonstrated leadership in the development and implementation of a successful strategic plan
- In-depth knowledge of corporate governance, finance and performance management principles
- Familiarity with various business functions such as marketing, sales, finance, HR etc
- Outstanding organizational and time management skills
- Analytical mindset and problem-solving orientation
- Excellent communication and public speaking skills including interpersonal and leadership skills.

#### **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, 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 24<sup>th</sup> September 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**