

POSITION DESCRIPTION

Minerals Resources Authority

AM5060 - Executive Manager - Corporate Services

The Mineral Resources Authority (MRA) was established as a statutory authority through the enactment of the Mineral Resources Authority Act 2018 to provide a flexible, independent, commercially attuned, contemporary agency to manage the regulation, administration and promotion of the mining industry in Papua New Guinea. MRA commenced operation in July 2007.

MRA is inviting exceptional candidates to apply for the vital role:

EXECUTIVE MANAGER – CORPORATE SERVICES

The position is responsible for the provision of leadership, oversight and quality control for effective delivery of support services by Corporate Services Division (CSD) to other MRA divisions and external stakeholders. Also ensure the accuracy, quality & integrity of all processes under CSD control by ensuring that all policies, procedures and operating systems are developed, constantly updated and maintained in line with best practice, industry trends and relevant legislation.

Key Accountabilities:

- Provide timely and informed advice on CSD and overall MRA financial and Human Resource (HR) issues to the Board and Executive Management team as and when required
- Monitor the operations of all divisions to ensure that financial accountability. Communication protocols and administrative initiatives are maintained and adhered to
- Oversee the preparation of budget estimates, negotiate and manage CSD's budget allocations accordingly to MRA Act 2005, MRA Strategic Plan and Public Finances Management Act (PFMA) and exercise prudent financial management for the efficient and cost-effective functioning of CSD
- Coordinate the development of Annual Business Plan, Management Action Plans and Expenditure Plans to ensure they are aligned to the MRA Strategic Plan.

Expected Competencies:

- Degree in Accounting / Commerce / Business
- Must be a Certified Practicing Accountant
- Minimum of 15 years' experience at Senior / Executive Management level in Commercial / Statutory environment
- Good knowledge of relevant legislation such as PMFA, Tax Laws, Labour Laws & companies Act.

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 us including a detailed CV and three current referees. A full PD can be obtained from our office.

Alternatively, please call us on (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 25th February 2022

Only shortlisted applicants will be contacted

Authorized by: Managing Director

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