

## **POSITION DESCRIPTION**

National Energy Authority

### **AM5074 - Executive Manager - Finance & Administration**

On 6 July 2021, the *National Energy Authority Act 2021 (NEA Act)* came into force with the publication in the National Gazette of notices of commencement of the Act. The National Energy Authority (the Authority) is now established and has the power and responsibility to obtain, licence and regulate the Generation, Transmission, Distribution and Retailing of Electricity and all other energy related activities in the country.

NEA is inviting exceptional candidates to apply for this vital role:

### **EXECUTIVE MANAGER – FINANCE & ADMINISTRATION**

This position is responsible to the Deputy Managing Director for the effective and efficient operations of the Finance & Administration Division and in particular in finance and administration of the NEA.

#### **Key Responsibilities:**

- Assist the Deputy Managing Director in planning and managing and coordination of the Finance & Administration Division to achieve its mandated goals and responsibilities
- Assist the Deputy Managing Director to oversee and monitor the operations of the Division
- Ensure that the electricity industry standards are conformed to by contractors, retailers and public
- Ensure to update the standards of the electricity industry when and where applicable to reflect on changes in the industry
- Ensure that testing an examination of electrical contracting licences are conducted in an effective manner and on a transparent basis
- Ensure that issuing of electricity licences to contractors must be done in a transparent manner.

#### **Expected Competencies:**

- Master's Degree in Public Administration, Economics, Finance, or other relevant qualification
- Minimum of 8 years work experience with a minimum of 5 years at a management level either in the public or private sector
- Possess good organizational and administrative ability, together with good analytical and research capability
- Possess good interpersonal character, with good negotiation and communication skills both written and verbal.

**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 requested from our office.

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

**Applications close COB Friday 1<sup>st</sup> April 2022**

Incomplete and late applications may be deemed invalid and excluded from further consideration.

**Only shortlisted applicants 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**