

POSITION DESCRIPTION

Lae City Authority

AM5082 - Chief Executive Officer

The **Lae City Authority (LCA)** is responsible for providing municipal services in the Lae area in accordance with the Lae City Authority Act 2015.

Lae City Authority Board of Management in accordance with the Regulatory Statutory Appointment Authorities (Appointment to Certain Officers) Act 2004 seeks to appoint a highly qualified, professionally competent, mature individual to this demanding Executive Management role.

CHIEF EXECUTIVE OFFICER

The Chief Executive Officer reports to the Board and must effectively manage and direct the functions of the Lae City Authority including finance, administration, commercial services, health, social services, engineering works, planning and Wards functions (as per the Reform).

In a leadership position, the CEO ensures that the Authority meets its reporting and mandated requirements including compliance with Authority's adopted Budget and other Plans.

The CEO is also responsible for:

- Actively participate in all activities of Authority as a member of the Management Team and be the link between the Authority Management and the elected representatives
- Maintaining relationships with the Board, Provincial and National Governments and Departments, other authorities and the private sector
- Formulate and interpret policies under the Provincial and Local Level Government Reforms and the Organic Law. Coordinating the implementation of the Reform of Local Level Government in the Lae City Authority.

Expected Competencies:

- Relevant tertiary qualifications in Administration or Management, together with continuous professional development
- Extensive background in corporate management within Government or the private sector is required
- Demonstrated experience in change management within Government or corporate would be a distinct advantage
- Possess knowledge of the legal framework in which local government operates
- Possess knowledge of consultative processes
- Possess knowledge in computerized human resource management systems and performance management skills
- Possesses human resource management skills with knowledge of customer service strategies
- Possess knowledge of the Public Finance Management Act and the Public Service Management Act.

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 (+675) 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Friday 1st April 2022

Only short-listed 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 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