

POSITION DESCRIPTION

Water PNG Ltd

AM5099 - Company Secretary

Water PNG Limited (WPNGL) is a State-Owned Entity that became corporatized on 31st March 2017 by virtue of the National Water Supply and Sanitations Act 2016. We are committed to delivering safe water and sanitation services to the people of Papua New Guinea. As we transition into the new company, we are embracing new ways of doing business to ensure we achieve our three strategic themes, "Building the Business, Operational Excellence & Innovation and Delighting the Customer".

WPNGL is inviting exceptional candidates to apply for the role of:

COMPANY SECRETARY

We are seeking to recruit an experienced Company Secretary to be based at our Head Office in Port Moresby. The incumbent to ensure Board operates effectively and complies to the laws and processes imposed under the Companies Act 1997 and maintain high standard of corporate governance and the industry's best practice.

The Company Secretary's responsibilities will include overall management of the board processes, ensure to operate to the highest standard of ethical conduct, provide financial leadership and direction, provide legal advice, provide timely advise on Company Secretariat issue to the Board and the Executive Management team as and when required, ensure consistent reporting and communication internally and externally and maintain open communication with the Board of Directors and the Chief Executive Officer.

Expected Competencies:

- Bachelor's Degree in Law and postgraduate qualifications highly desirable
- At least 10 years of work experience in similar role
- Minimum of 5 years at a senior level within medium to large scale organization
- Substantial exposure to all legal aspect of corporate governance, policy development and compliance
- Strong leadership skills
- Excellent communication skills, both written & verbal
- Management Skills and experience
- Ability to produce well written Board papers and manage the board processes

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 for the full Job Description.

Applications close COB Friday 20th May 2022

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 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