

POSITION DESCRIPTION

Cheshire DisAbility Service

AM6010 - General Manager

CHALLENGING AND REWARDING!

Cheshire disAbility Services PNG commenced in 1965 and is one of the leading implementing non-governmental (NGO) and charitable organizations for Persons with Disabilities and those who are at a higher risk of developing disabilities in PNG.

Cheshire disAbility Services provides interventions which increase adequate access to Health and Rehabilitation, Education, Livelihoods and Social Development for Persons with Disabilities so that they can enjoy their full human rights and become full and active members of the society.

Cheshire disAbility Services has expanded its programs to other provinces including Central, Milne Bay, Southern Highlands Provinces and the Autonomous Region of Bougainville. Persons with disabilities, their families and friends are directly involved in the planning and designs of programs and implementation process of activities through participatory approaches.

The **Cheshire Board of Directors** is seeking to consolidate development made over recent years and to explore avenues for growth and development of the organisation while significantly increasing local participation in the organisation.

A vital element in fulfilling these goals is quality leadership at Executive Management level.

Cheshire disAbility Services is inviting exceptional candidates to apply for this role in Port Moresby.

GENERAL MANAGER

Reporting to the Cheshire Board, the General Manager is responsible and accountable for:

- Organizational assessment and development
- Program management and expansion
- Human resources development, training and mentoring
- Partnership building and networking
- Properties and maintenance management
- Fundraising and resources mobilization
- Financial management
- Transport, information and communication
- Global alliances and special events co-ordination

Intending applicants are strongly encouraged to self-assess themselves against these responsibilities and be confident to demonstrate the qualities essential to be successful in this role.

Essential Experience & Qualifications:

- Bachelor's Degree in health & disability, social welfare / development or similar disciplines
- Minimum of 5 years' proven Executive level management experience
- Be a motivational leader, a team player who is pro-active in empowering staff
- Be committed to the values and vision of Cheshire disAbility Services

Other key attributes and skills required:

- Strong budgeting, financial management, analytical and strategic planning skills
- Strong understanding of the principles of sound “Corporate Governance”, the role of the Board and the Executive Management
- Aptitude for decision making and problem solving
- Ability to lead, plan and manage change
- Experienced in building successful partnerships with Government agencies, Global Alliance members and donor partners
- Excellent interpersonal and public speaking skills
- Excellent verbal and written communication and team management skills
- Well-developed computer skills – proficient in MS Word, Excel and PowerPoint.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the website instructions and forward to Vanguard International these documents

- the completed VI application form highlighting your capabilities and experiences,
- an updated CV, three (3) current referees and their full contact details.

A full PD and information pack can be requested from our office and applicants are encouraged to obtain this prior to applying.

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

Applications close COB Friday 15th July 2022

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 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