

POSITION DESCRIPTION

Star Mountain Properties & Investments Limited

AM6014 - Senior Project Officer

Star Mountain Properties and Investments Limited (SMPIL) is the investment vehicle of the OK Tedi Landowners Royalty Investment Trust (OTLRIT). OTLRIT is one of the leading Landowner Trusts in PNG and is owned by more than 6000 beneficiaries of the 10 mine villages. Due to a recent acquisition in Australia and PNG, the Group requires qualified and experienced manpower.

SMPIL is inviting exceptional candidates to apply for this senior role. This position is based in Port Moresby.

SENIOR PROJECT OFFICER

The Senior Project Officer is responsible for managing and coordinating the development, implementation and evaluation of complex projects to achieve project outcomes and support the achievement of organisational objectives.

Key Responsibilities:

- Oversees company projects and ensures the projects are in compliance with relevant statutory requirements and regulations
- Assists with the company property management and maintenance
- Ensures projects costs are maintained within the agreed project costs proposals
- Liaise between the project contractors and management for any project costs variances
- Ensures the projects are delivered within the agreed time frame
- Financial assistance with drafting of business cases and proposals
- Providing technical accounting support to the business
- Build strong relationship with key stake holders
- Adhoc (special) jobs required by Chief Executive Officer.

Expected Competencies:

- Bachelor's Degree in Management or relevant
- Minimum 5 years` experience in project management and business development
- Experience in basic accounting
- Experience on budget forecasts
- Basic knowledge on cost and budget analysis
- Basic knowledge on revenue and expense analysis

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

Applications close COB Friday 29th 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