

POSITION DESCRIPTION

National Fisheries Authority

AM6023 - Executive Manager - Corporate Services

The National Fisheries Authority (NFA) is a non-commercial Statutory Authority established under the Fisheries Management Act 1998 on 1st January 2001.

NFA is responsible for the sustainable management and facilitation of fisheries resources development in Papua New Guinea with an aim to maximise economic benefits to the stakeholders.

The Authority is inviting **exceptional candidates** to apply for this Executive Management position:

EXECUTIVE MANAGER - CORPORATE SERVICES

The Executive Manager Corporate Services (EMCS) reports directly to the Directorate through Deputy Managing Director-Corporate Affairs (DMD-CA) for the implementation and operation of NFA's Corporate Plan. The EMCS will provide leadership to and coordination of the corporate services function within the National Fisheries Authority and ensure efficiency and client focus in service delivery.

Key Responsibilities:

- The EMCS will provide leadership to and coordination of the corporate services function within the National Fisheries Authority and ensure efficiency and client focus in service delivery
- The EMCS will ensure that work program planning is undertaken for corporate services personnel and that achievable performance targets are set, monitored and achieved through the Work Planning and Performance Review (WPPR) process
- The EMCS will work to ensure that the program objectives of the administration and staffing, contract management and board services are met
- Ensure that work program planning is undertaken for corporate services personnel and that achievable performance targets are set, monitored and achieved through the Work Planning and Performance Review (WPPR) process
- The EMCS will ensure coordination and efficiency in the management and operation of administrative and staffing systems and procedures in accordance with statutory requirements
- Ensure open and regular consultation between NFA and stakeholder groups
- Ensure administrative and organizational systems operate efficiently
- Provide sector and technical advice to MD
- Collaborate with DMD-TO to ensure appropriate NFA technical contributions to national, regional and international fisheries meetings and consultations.

Expected Competencies:

- Degree in Business Management, Accounting or Fisheries economics. Post graduate qualifications at Masters or Graduate Diploma level are desirable but not so important where strong technical performance and organizational management can be demonstrated
- At least 10 - 15 years' experience in a corporate leadership role and overall experience in the fisheries sector
- Minimum 5 years' executive level experience in either public or private sector organizations with demonstrated high level performance against established KPIs
- Demonstrated ability to achieve desired outcomes in a high-pressure work environment
- Possess highly proven leadership and management skills, excellent communication and interpersonal skills, strong analytical and problem-solving skills
- Proven experience in coaching and staff engagement
- Possess the core values of honesty and integrity

- Demonstrate a high level of accountability and professionalism.

An attractive remuneration package commensurate with qualifications and experience is on offer for the right candidate.

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.

A full Position Description is available for each position and can be requested from our office. 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 19th August 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