

## **POSITION DESCRIPTION**

PNG Ports Corporation Limited

### **AM6090 - Maintenance Supervisor, Southern & Northern**

**PNG Ports Corporation Limited (PNGPCL)** is a premier maritime service company in Papua New Guinea and is the largest port operator in the South West Pacific, outside Australia and New Zealand.

PNGPCL continues to develop the capacity of its workforce to deliver high quality service to all stakeholders and is committed to attracting the highest calibre of professionals who can make a difference to the organization. PNGPCL provides a positive work environment and rewards employees who contribute to business success.

PNGPCL is now inviting **exceptional candidates** to apply for this vital role:

#### **Maintenance Supervisor – Southern & Northern Ports**

This position is based in Port Moresby and Lae respectively and will report to the Repair and Maintenance Coordinator. The Maintenance Supervisor is responsible for the supervision & the implementation of all maintenance programs of PNGPCL's facilities for the effective delivery of services within specifications, budgets and timeframes.

#### **Key Responsibilities:**

- Ensure periodic inspection and implementation of all PNGPCL's facilities are carried out in a timely manner
- Ensure logistical and maintenance requirements for all facilities are effectively monitored and carried out
- Consistently maintained an accurate asset register including valuation of all assets
- Provide scoping of works for maintenance requirements to the Operations Coordinator – Repair & Maintenance
- Supervise timely maintenance activities regionally to ensure they are in line with PNGPCL's requirements
- Ensure stock-take of materials and equipment are maintained at the optimum level to service operational requirements
- Maintain high discipline and safe working environment at all times
- Prepare and submit periodic reports to management on time.

#### **Expected Competencies:**

- Tradesman Certificate in any Technical field and such other qualification acceptable to PNGPCL
- Minimum of 5 years' experience in a similar role and proven experience in supervising maintenance projects
- Excellent knowledge in building industry and construction work
- Excellent understanding of repair and maintenance procedures
- Excellent knowledge of all PNGPCL's infrastructure/facilities and their conditions
- Good understanding of organization's goals and objectives, and Division's business plans
- Proven analytical, evaluative and problem-solving abilities
- Able to read, understand and interpret engineering and technical drawings and designs
- Knowledge of PNGPCL's Act, policies and procedures
- Very good people management and supervisory skills
- Good level planning, organization and problem-solving skills
- Excellent written, oral communication and negotiations skills
- Excellent interpersonal and analytical skills
- Working knowledge of relevant computer applications

**This position is open to PNG citizens only.**

**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 copy of a current police clearance certificate. We encourage applicants to request a full PD from our office to review before applying.

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

**Applications close COB Friday 3<sup>rd</sup> February 2023**

**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](mailto: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**