

## **POSITION DESCRIPTION**

Port Moresby Chamber of Commerce & Industry Inc.

### **AM6097 - Chief Executive Officer**

**Port Moresby Chamber of Commerce & Industry Inc. (POMCCI)** is an influential industry body comprised of the largest member-based alliance of leading organizations across Papua New Guinea's capital city.

POMCCI is inviting **exceptional candidates** to apply for this high-profile senior leadership role:

### **CHIEF EXECUTIVE OFFICER**

Reporting to the President, the role has the following key responsibilities:

#### **Key Responsibilities:**

- Supports operations and administration of the Board and interfaces with Executive and Office Staff
- Oversees web design, marketing, promotion, delivery of quality programs and services for POMCCI
- Partner with programs relevant to POMCCI members' interests
- Prepares and recommends a comprehensive annual budget for Board approval
- Ensure that sound bookkeeping and accounting procedures are followed
- Prudently administer the funds of the POMCCI according to the approved budgets
- Provide the Treasurer with comprehensive, regular/monthly financial reporting
- Ensure that the POMCCI complies with all applicable legislation and IRC compliance
- Actively and consistently represent POMCCI with a strong, positive image to stakeholders
- Maintain and upgrade the POMCCI website and all social media platforms used by POMCCI
- Develop an operational plan which incorporates POMCCI's strategic goals and objectives

#### **Expected Competencies:**

- Recent senior roles in private enterprise environment
- Degree / Post Grad qualification in Business Management, Finance, Commerce or related
- Minimum 10 - 15 years' experience at the executive management level
- Demonstrated financial management, human resource and material resource planning
- Demonstrated consultative, interpersonal and negotiation skills with ability to influence, motivate and mix with all levels of people
- Possess highly proven leadership and management skills, excellent communication, strong analytical and problem-solving skills
- Familiarity with corporate law and management best practices
- Strong business acumen, financial management & reporting capabilities.

**This position is open to PNG citizens & Permanent Residents only.**

### **APPLY NOW**

Forward to Vanguard International your detailed CV to [recruitment@vanguard.com.pg](mailto:recruitment@vanguard.com.pg)

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

**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](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**