

POSITION DESCRIPTION

Newcrest Mining Limited

AM7019 - Program Coordinator

Newcrest Mining Limited (NML) is the largest gold producer listed on the Australian Securities Exchange and one of the world's largest gold mining companies, with operating mines in Australia, PNG and Canada. In PNG, Newcrest has offices in Port Moresby and Lihir Site.

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

PROGRAM COORDINATOR

Reporting to the Senior OHH Specialist the Program Coordinator, is responsible to assist Senior Specialist plan and coordinate LMC Preventative Health Care Program delivery site wide for the mine workforce. Provide a professional and high standard of leadership for all LMC Preventative Health Care team and Clients (Newcrest & Business Partners) and to promote and participate in the continuous quality improvement of the Preventative Health Care Services.

Key Responsibilities:

- Planning, Managing and implementing scheduled programs approved by Newcrest
- Developing Standard Operating Procedures and Processes for the Preventative Health Care program in consultation with the Senior Specialist
- Oversee & manage administrative tasks for the team as directed by OHH Senior Specialist
- Provide a professional and high standard of leadership for all LMC Preventative Health Care team
- Managing team movement rosters, accommodations and ID access
- Support Senior Specialist to populate monthly reporting data for Newcrest
- Support physical activity and Wellbeing Programs as and when required during prestart for high-risk work groups.

Expected Competencies:

- Bachelor / Diploma in Administration
- Minimum of 3-5 years' experience with Administration and operations
- Experienced in Exercise Fitness
- Must have good oral and written communication skills
- Must be proficient in the English and Pidgin language
- Must have experience in working under pressurize environment
- Must be of sober behaviour, good social character, have no criminal records and portray maturity in decision making process.

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 Vanguard International, including a detailed CV and copy of a current police clearance certificate.

Alternatively, call us on 7500 7500 or email recruitment@vanguard.com.pg

Applications close COB Wednesday 22nd March 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 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