

POSITION DESCRIPTION

Centre for Excellence in Financial Inclusion (CEFI)

AM7024 - Executive Director

The **Centre for Excellence in Financial Inclusion (CEFI)** was established under the Association Incorporation Act and officially launched on the 24th April 2013 and is endorsed by PNG's National Executive Council (NEC), as the industry apex organization for coordinating, advocating and monitoring all financial inclusion activities in PNG.

CEFI's vision, mission and values focus on financial inclusion and literacy, poverty elimination and the promotion of vibrant financial institutional operation in Papua New Guinea.

CEFI is now inviting **exceptional candidates** to apply for this executive management role:

EXECUTIVE DIRECTOR

Reporting to the CEFI Board & Assistant Governor FSSG, Bank of PNG, the Executive Director is responsible for managing CEFI and ensure the promotion of the CEFI brand and establish it as the coordinating unit for all activities related to financial inclusion in the country, especially for the unbanked, financially illiterate, Youth and women. Also, will work closely with the Bank of PNG, and other relevant Government and private sector agencies to handle day-to-day operational activities of CEFI.

Key Responsibilities:

- Ensure promotion of the CEFI brand and support the coordinating unit for all financial inclusion activities in PNG
- Design and implement the financial inclusion strategy for PNG in consultation with all key stakeholders
- Establish relationships with Provincial Governments to deliver financial services to people living in remote parts of the country
- Broaden the membership base of CEFI and design and deliver demand driven services for members
- Implement the business plan for CEFI through established annual work plans
- Identify synergies in financial inclusion partners for future activities of CEFI
- Develop a CEFI certification process for trainers in microfinance staff training, and financial education
- Provide leadership in developing financial inclusion related programs, organizational and financial plans with the CEFI Board of Directors and staff, and carry out plans and policies authorized by the Board
- Explore opportunities for promoting the CEFI agenda in the Pacific region
- Promote strategic alliances with regional and global entities promoting financial inclusion
- Develop new income sources for CEFI to ensure less reliance on donor funding
- Establish and maintain a CEFI web site to disseminate information on CEFI activities, statistics of all financial inclusion activities, research work and impact activities
- Establish and maintain a donor support forum with bi-lateral and multi-lateral donor agencies for CEFI related financial inclusion activities
- Ensure data collection for all financial inclusion activities in the country
- Ensure data collection and reporting of microfinance industry standards
- Maintain a working knowledge of significant developments and trends in the financial inclusion space and represent PNG financial inclusion work in regional and international forums.

Expected Competencies:

- A Bachelor's degree or Master's degree in business management, economics and/or related field would be an advantage
- Over 5 years' experience at the senior management level
- Previous experience in Fund raising and working with donor agencies
- Excellent marketing, networking, negotiation, interpersonal and communication skills

- Transparent and high integrity leadership
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a clear vision of CEFI's Mission and Strategic future to staff, CEFI Board, National and Provincial Government, Private Sector, Development Partners and the community at large
- Familiarity with Government systems and process especially when it comes to formulating policies and budget submissions
- Skills to collaborate with and motivate Staff, Board Members and the wider stakeholders.

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.

A full Job Description for each role is available and all applicants are strongly urged to obtain a copy from our office BEFORE applying.

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

Applications close COB Friday 31st 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