

POSITION DESCRIPTION

Centre for Excellence in Financial Inclusion (CEFI)

AM7025 - Deputy 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:

DEPUTY EXECUTIVE DIRECTOR

Reporting to the Executive Director, the Deputy Executive Director will support the Executive Director with the overall leadership, direction and management of the CEFI including resource mobilization efforts and also provide high level support to the Strategic Engagement Unit.

Key Responsibilities:

- Assist the Strategic Engagement Unit with the roll-out of the National and Provincial Government Engagement Roll-out Program
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance CEFI's mission
- Work closely with development partners to establish strategic partnerships to implement financial inclusion activities raise resources
- Report to and work closely with the Executive Director and the CEFI Board to seek their involvement in policy decisions, fundraising and to increase the overall visibility of CEFI
- Assist the Executive Director with strategic planning and implementation
- Represent the Executive Director and CEFI in meetings, forums and workshops
- Other duties as assigned by the Executive Director.

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