

## **POSITION DESCRIPTION**

National Development Bank

### **AM7026 - Chief Operating Officer**

#### **NATIONAL DEVELOPMENT BANK LIMITED**

The **National Development Bank (NDB)** is a development finance institution, wholly owned by state of PNG. It operates 20 branches around the country and lends to individual Papua New Guineans and indigenous businesses operating in the agriculture and Micro, Small & Medium Enterprise (MSME) sectors.

NDB is inviting suitably qualified and experienced individuals to apply for this executive management role:

#### **CHIEF OPERATING OFFICER**

The Chief Operating Officer is responsible for implementing the corporate strategies for the National Development Bank (NDB) Ltd.

#### **Key Responsibilities:**

- Lead and manage the Corporate Services Division to achieve its intended outcomes as well as deliver efficient and effective services in the areas of; Human Resources Management and Development, Administration, Property and Facilities, Marketing; Information and Communications Technology, Occupational Health and Safety, Security, Legal as well as Planning and Performance Management
- Day to day oversight of all aspects of corporate governance and management.

#### **Expected Competencies:**

- Bachelor`s Degree in Business Management or relevant field. Master`s Degree is highly preferred
- Minimum of 10 years` Senior Management experience in commercial bank or financial institution is highly preferred
- Demonstrable project management skills and ability to exercise new initiatives, prepare and effectively manage budgets
- A strategic thinker and planner with excellent Public Relations skills
- Strong record of being a great team player and collaborator with internal and external stakeholders with the ability to promote cooperation and facilitate problem resolution in a timely, creative and professional manner
- Excellent organizational and leadership skills, as well as a strong client service focus, business acumen and the ability to work efficiently, prioritize workflow, deal with ambiguity, meet demanding deadlines and manage multi-dimensional projects in a fact paced environment
- Understanding of the external customer environments including experience and knowledge of the high technology industry (such as financial software and applications), an advantage.

**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 written application, a detailed CV with latest photo and three current referees.

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

**Applications close on Friday 14th April 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**