

## **POSITION DESCRIPTION**

Bank of Papua New Guinea

**AM7034 - Senior Project Officer, ICT - Enterprise Project Management Office**

*“Equal Opportunity Employer”*

The **Bank of Papua New Guinea (BPNG)** is a Contemporary Central Bank and Regulator employing best practice in the development and implementation of Monetary Policy, conducting Financial Sector Supervision and ensuring an efficient safe and well-functioning Payments System.

BPNG has been leading development of the National Payments System. The current program for the Retail Electronic Payments System (REPS) is about to enter its second phase. The first phase established the National Payments Switch for card and mobile payments along with a multi-lateral agreement and the associated regulations, policies, operations and technical infrastructure. The second phase will build on this foundation using real-time digital payments to drive financial inclusion. The systems and support arrangements will be enhanced to implement this.

BPNG is an equal opportunity employer, encourages suitably qualified, experienced and vibrant candidates to contribute energetically to these goals by applying for this position based in Port Moresby.

### **SENIOR PROJECT OFFICER, ICT – ENTERPRISE PROJECT MANAGEMENT OFFICE**

Reporting directly to the Manager - Enterprise Project Management Office (EPMO), the **Senior Project Officer, ICT** will assist and support the REPS Project team, and work closely with the Payments Systems Department Manager. The Senior Project Officer will implement the new modules and all necessary changes to achieve the project objectives. The Senior Projects Officer will be responsible for the following duties:

- Organizing and managing all phases of the project to ensure completion within its timeframe.
- Developing project plans, schedules and methods for measuring results.
- Developing budgets and managing delivery within budget.
- Identifying and managing project Risks and Issues.
- Assembling and coordinating project team members and assigning individual responsibilities.
- Planning and overseeing the preparation and dissemination of project communications; ensuring that all stakeholders are kept up-to-date with the status of the project.

#### **Expected Competencies:**

- Have a Bachelor's Degree in Information Technology, Business Information, Project Management or a related field from a recognized tertiary institution.
- Must have at least 5 years' experience managing projects in either the ICT or Business Change arena.
- Have sound understanding of the functions performed by the Central Bank of Papua New Guinea.
- Demonstrable experience in the delivery of enterprise-wide projects with a high ICT content.
- Demonstrable understanding of Project Management Life cycles including Waterfall and Agile methods.
- Demonstrable understanding of Budgetary.
- Demonstrable leadership and organizational skills.
- Excellent communication skills both oral and written.

**This position is open to PNG Citizens only.**

**APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the website instructions and forward to Vanguard International (VI) these documents:

- The completed VI application form highlighting your capabilities and experiences.
- An updated CV, three (3) current referees with active contact details.

A full Position Description (PD) can be requested from our office to review before applying.

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

**Applications close 4:00PM Friday 5th May 2023**

**Only shortlisted applicants will be contacted**

**Authorised By: Elizabeth Genia, AAICD  
ACTING GOVERNOR**

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**