

## **POSITION DESCRIPTION**

National Energy Authority

### **AM7061 - Executive Manager, Community Outreach**

The **National Energy Authority (NEA)** was established by virtue of the *National Energy Authority Act 2021* to regulate the generation, transmission, distribution and retailing of the renewable and non-renewable energy.

NEA is inviting **exceptional candidates** to apply for this leadership role that will support its growth and diversification as the economic and technical regulator of the energy industry in PNG.

### **EXECUTIVE MANAGER – COMMUNITY OUTREACH**

Reporting to the Deputy Managing Director, the Executive Manager – Community Outreach will be responsible to plan and manage the operations of the Community Outreach Division and ensure it functions in accordance with the NEA Act (2021).

#### **Key Responsibilities:**

- Assist the Deputy Managing Director in planning and managing and coordination of the Community Outreach Division to achieve its mandated goals and responsibilities
- Assist the Deputy Managing Director to oversee and monitor the operations of the Division
- Ensure that the electricity industry standards are conformed to by the community
- Ensure to update the standards of the electricity industry on community matters when and where applicable to reflect on changes in the industry.

#### **Expected Competencies:**

- Master`s Degree in the Social Sciences or other relevant acceptable qualification to the Department of Personnel Management
- Minimum of 5 years work experience at a senior management level either in the public or private sector
- Good organisational and administrative ability
- Good oral and written communication skills
- Good analytical and research ability
- Good interpersonal character and negotiation skills.

**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 us including a detailed CV and three current referees. A full Position Description (PD) can be requested from our office.

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

**Applications close COB Friday 16<sup>th</sup> June 2023**

**Only shortlisted applicants 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**