

POSITION DESCRIPTION

National Energy Authority

AM7063 - Board Secretary

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.

BOARD SECRETARY

Reporting to the Managing Director, the Board Secretary will be responsible to plan and manage the operations of the NEA Board and the MDs office and ensure it functions in accordance with the NEA Act (2021).

Key Responsibilities:

- Ensure board members have the proper advice and resources for discharging their fiduciary duties to service providers, consumers and the government under the NEA Act 2021 and other related laws. A Corporate Secretary
- Records minutes of the board's actions during a board meeting and makes sure that they are documented properly
- Ensure corporate governance and provides advice and counsel on board responsibilities and logistics, in addition to recording minutes and other documentation that meets legal requirements
- Main responsibility is planning and preparing for meetings. At a minimum, this includes the following five areas:
 - Scheduling
 - Agendas
 - Presentations
 - Executive Liaisons
 - Documenting the Meeting

Expected Competencies:

- Bachelor's degree in Law is required
- Minimum of 5 years working as the Board Secretary
- 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

Applications close COB Friday 16th 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 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