

POSITION DESCRIPTION

Bank of Papua New Guinea

AM7092 - Corporate Secretary

“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 is an equal opportunity employer and encourages suitably qualified and experienced candidates to apply for the following position based in Port Moresby.

CORPORATE SECRETARY

Reporting to the Governor and the Board, the Corporate Secretary is responsible for managing and facilitating the following BPNG functional responsibilities pursuant to the Central Banking Act 2000:

- Provide Technical, Strategic and Administrative support to the Bank Board and Executive Management
- Provide Quality Assurance and legal advice on Corporate Governance
- Responsible for Corporate Records Management
- Represent the Bank as point of contact for all matters relating to Corporate Governance and Board administration
- Manage stakeholder relationships and information
- Support the Bank's Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

Expected Competencies:

- Bachelor or Master's Degree from a recognized university; preferably in Law or a legal related background
- 10-15 years proven professional experience in similar role
- Sound knowledge of Corporate Governance principles, legal requirements and regulatory frameworks
- Demonstrates high level of management, communication, leadership and negotiating experience and skills
- Experience and knowledge of Compliance, Commercial and Finance Legislation and Contract Management
- Proven people management experience.

APPLY NOW

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

Follow the instructions to complete the online application form and attach the following:
An updated CV, including details of three (3) referees with current contact details.

Full Position Description (PD) can be requested via email recruitment@vanguard.com.pg alternatively, call (+675) 7500 7500.

This position is open to PNG Citizens only

Applications close 4pm Friday, 21st July 2023

Only shortlisted applicants will be contacted

**Authorised By: Ms. 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 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