

POSITION DESCRIPTION

National Maritime Safety Authority

AM7096 - Executive Officer to Chief Executive Officer

Papua New Guinea **National Maritime Safety Authority (NMSA)** was Established by the NMSA Act 2003 and is responsible for promoting, complying with and maintaining world class maritime safety standards in Papua New Guinea consistent with legislation and commitments under National Legislation and International Conventions in order to facilitate a safe, efficient and environmentally responsible shipping sector for stakeholders in government, industry and the community.

Under the mandate, NMSA ensures a fully functioning and effective network of aids to navigation; availability of high quality and up to date navigational charts; that vessels meet the safety standards required by law and international commitments; ensuring seafarers' competency through vigilant examination and certification, and coordinating maritime responses to distress calls and monitoring and controlling ship-sourced pollution.

NMSA is inviting suitably qualified and experienced candidates to apply for this position based in Port Moresby:

Executive Officer to Chief Executive Officer

Reporting to the General Manager / Chief Executive Officer, the role is responsible for the management of the day-to-day secretarial and administrative support services to the Office of the CEO/General Manager and NMSA Board. Also, responsible for providing strategic advice, managing communications and implementing strategies to support the achievement of the NMSA's strategic and operational objectives.

Key Responsibilities:

- Efficient provision of executive secretarial services to the Office of General Manger consistently
- Ensuring procurement of office supplies are maintained at optimum level
- Effective and timely communication and liaison between Office of Executive Manager, the Board, Divisions and branches of the Authority
- Assist and provide general administrative, travel and logistical support for EMMO and the Division
- Ensure efficient supervision of the day-to-day activities of the Executive Driver and maintenance of Executive Vehicles.

Expected Competencies:

- Bachelor's degree in Business Administration or related disciplines
- Minimum 5 years experience in similar role
- Knowledgeable in preparation and compilation of Board papers, HR manual, technical operation manuals, office procedures and secretarial
- Excellent business report writing, analytical and problem solving skills
- Excellent communication and presentation skills
- Well versed in MS office applications
- Experience and knowledge in meeting minutes taking

This position is open to PNG citizens only.

APPLY NOW

Please 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 jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday 11th August 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@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