

## **POSITION DESCRIPTION**

Air Niugini Ltd

### **AM8013 - Legal Officer & Board Secretary**

**Air Niugini Limited** is the national airline of Papua New Guinea. It operates a domestic network as well as international services to Asia, Oceania, and Australia.

Air Niugini is inviting qualified professionals to apply for this role to support its growth and expansion. This position is based in Port Moresby.

### **LEGAL OFFICER & BOARD SECRETARY**

Reporting to the Chief Legal Officer, the role is responsible for the legal affairs of the Company and the Board. The role is also vital in ensuring the efficient and effective functioning of the Board and facilitating effective communication among its members and key stakeholders. The role is also responsible for compiling and maintaining records of Board meeting minutes and ensuring compliance with legal and regulatory requirements.

#### **Key Responsibilities:**

- Legal support and advice and related services as required by the Chief Legal Officer
- Provide appropriate support to the Board Chairman and all Board Members in relation to their roles as directors
- Compilation and management of company files including the Company's Constitution, regulations, share registry, minutes, monthly reports and annual financial reports
- Work closely with the CEO's office and the Board Chairman in relation to Board agenda settings
- Board meetings management including Board packs preparation and circulation, taking and preparing Board Meeting minutes
- Provision of legal advice and support in areas of corporate law, employment law, contract and intellectual property and other necessary laws and regulations especially related to the Aviation industry
- Annual reporting to the auditors on any material litigation
- Assist in the design and content of the annual report particularly in areas of corporate governance and compliance.

#### **Expected Competencies:**

- Must have a Bachelor's Degree in Law
- Current Lawyers Practicing Certificate
- At least 5 years' experience as a commercial lawyer and board or company secretary with a corporate organization.

Air Niugini is an equal opportunity employer with excellent remuneration and benefits available, commensurate with qualifications and experience.

### **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 and details of three (3) referees with current contact details.

We encourage applicants to review the full Position Description. This can be requested via email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) or alternatively, call (+675) 7500 7500.

**Applications close COB Friday 18<sup>th</sup> 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](mailto: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**