POSITION DESCRIPTION

National Gaming Control Board

AM8031 - Manager, Central Monitoring Systems & Information Technology

Re-advertisement

The **National Gaming Control Board (NGCB)** is a Statutory Regulatory Authority established under the Gaming Control Act 2007 to regulate all forms of legalized gaming activities and their respective operations in Papua New Guinea. As a regulator, the NGCB's roles are to promote probity and integrity, fairness, and efficiency in the operations of persons engaged in gaming in the country, to reduce any adverse social impact of gaming and to promote a balanced contribution by the gaming industry to general community benefit.

The NGCB urgently requires qualified and experienced applicants to apply for this Management role.

MANAGER - CENTRAL MONITORING SYSTEMS & INFORMATION TECHNOLOGY

Reporting to the Chief Executive Officer, the Manager Central Monitoring Systems & Information Technology is responsible to manage the day-to-day affairs of the Central Monitoring and Information Technology section.

Key Responsibilities:
- Preparing and coordinating staff roster
- Develop and plan section's Bi-Annual work plans to achieve work targets outlined in the NGCB Corporate and Annual Work Plans
- Lead by promoting security conscious attitude through encouraging safety of equipment and personnel at all times
- Ensures revenue reports are prepared efficiently, effectively and delivered in a timely manner to the office of the CEO through COO
- Liaise with gaming sites, operators and technicians nationwide regarding site and system issues
- Ensures effective and timely polling of all sites data back to Central Site Controller
- Prepares sectional reports, briefs, and submissions
- Recommends systems upgrade whenever necessary
- Monitors installation of new sites and deletion of old sites
- Resolves site meter issues by liaising with Courtara PNG/Australia, by ensuring issues are resolved in an effective and timely manner
- Coordinate creation of files from Central Monitoring Equipment to assist technicians with site data restoration
- Manages and lead ICT special project, including planning, scheduling, managing and progress reporting for new system implementation, and ensures NGCB's interest is well guarded
- Manage and monitor complete ICT operational requirements, by scheduling and assigning employees and following up on work results
- Manages and lead sub-ordinates to ensure they fulfil their duties in the ICT function
- Ensures the development, implementation and maintenance of all policies related to ICT services, including procurement, distribution, and asset management.

Expected Competencies:
- Bachelor's degree in Information Technology
- Minimum of 5 years' experience in similar role at a managerial level
- Sound knowledge of the Gaming Control Act 2007, relevant Act, Policy or regulations relating to ICT work
- Excellent knowledge of the gaming industry and can be able to work shifts
- Excellent communication and interpersonal skills are necessary
- High level of managerial skills
- Ability to withstand pressure to meet deadlines.

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 Wednesday, 27 September 2023

Only shortlisted candidates will be contacted

[Applicants who previously applied need not to apply again]

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