

POSITION DESCRIPTION

National Development Bank Limited

AM8042 - Chief Operating Officer

NATIONAL DEVELOPMENT BANK LIMITED

The **National Development Bank Limited (NDB)**, wholly owned by the State of PNG, operates 19 branches around the country and lends to individual Papua New Guineans and indigenous businesses within the agriculture and Micro, Small & Medium Enterprise (MSME) sectors.

Applications are invited from qualified and experienced professionals for this Executive Management position based in Port Moresby.

CHIEF OPERATING OFFICER

The Chief Operating Officer is responsible for implementing the corporate strategies for the National Development Bank (NDB) Ltd.

Key Responsibilities:

- Lead and manage the Corporate Services Division to achieve its intended outcomes as well as deliver efficient and effective services in the areas of; Human Resources Management and Development, Administration, Property and Facilities, Marketing; Information and Communications Technology, Occupational Health and Safety, Security, Legal as well as Planning and Performance Management
- Day-to-day oversight of all aspects of corporate governance and management.

Expected Competencies:

- Bachelor's Degree in Business, Accounting, Finance, Management or Economics or relevant field. A Master's Degree in Business is highly desirable
- Must have held a COO role (or equivalent senior management position) with a minimum of 10 years' Senior Management experience in commercial banking or a financial institution
- Demonstrable strong project management skills, ability to exercise new initiatives, prepare and effectively manage budgets
- A strategic thinker and planner with excellent Public Relations skills
- Strong record of being a great team player and collaborator with internal and external stakeholders with the ability to promote cooperation and facilitate problem resolution
- Excellent organizational and leadership skills
- Strong client service focus, business acumen and the ability to work efficiently, prioritize workflow, deal with ambiguity, meet demanding deadlines and manage multi-dimensional projects in a fast paced environment
- Understanding of the external customer environments including experience and knowledge of the high information technology industry (such as financial software and applications).

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.

For more information or to request a full Position Description email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Those who previously applied for the Head of Lending and Chief Operating Officer positions may re-apply.

Applications close COB Friday, 10th November 2023

Only shortlisted candidates 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