

POSITION DESCRIPTION

Basketball Federation of Papua New Guinea

AM9019 - Executive Officer - BFPNG

The **Basketball Federation of Papua New Guinea (BFPNG)** is dedicated to fostering basketball participation opportunities for individuals of all ages and genders.

As a member of the International Basketball Federation (FIBA), BFPNG receives support to implement activities under the **FIBA Basketball for Good (BFG)** program, including initiatives such as Hoops for Health (H4H), Twilight Basketball, Youth Leadership, and Women's Engagement.

Aligned with the core values of FIBA, the BFG programs are designed to facilitate the delivery of top-tier programs aimed at bolstering basketball participation and fostering healthy lifestyles among communities. With a primary focus on promoting safe and inclusive environments, these programs prioritize gender equality, social inclusion, and good governance. Through raising awareness and dismantling barriers to access, BFPNG strives to create opportunities for all to engage in basketball activities.

If you are passionate about basketball and committed to promoting inclusivity and healthy living through sports, we encourage you to apply for this rewarding role based in Port Moresby.

EXECUTIVE OFFICER

This position will be responsible for overseeing the strategic direction, operations and growth of the organization and work closely with the Board of Directors to implement the federation's vision and mission, manage day-to-day activities and drive initiatives to promote and develop basketball in Papua New Guinea.

Key Responsibilities:

- Develop and implement strategic and operational plans to advance the mission and goals of the BFPNG
- Oversee budgeting, financial reporting, fundraising, and ensure the financial sustainability of the organization in close consultation with the Treasurer
- Ensure compliance with regulations and governance structures, and provide regular updates to the Board of Directors
- Build and maintain relationships with government agencies (in particular the PNG Sports Foundation), FIBA in Oceania, PNG Olympic Committee, sponsors, partners, members, and the basketball community, including broader community engagement (example Basketball for Good Program)
- Plan and execute basketball events, tournaments, leagues and development programs
- Implement initiatives to grow and develop basketball in Papua New Guinea, focusing on participation and talent development, including high performance programs
- Develop and execute marketing strategies to increase the visibility of basketball and attract sponsors and fans
- Lead and manage staff and volunteers, providing guidance and support to ensure a productive work environment
- Ensure effective communication internally and externally through various channels, including social media and press releases
- Identify and mitigate risks to the organization, including legal, financial, reputational and operational risks
- Provide regular reports to the Board of Directors on activities, finances and achievements of the organization
- Ensure compliance with laws, regulations and policies relevant to sports organizations in Papua New Guinea.

Expected Competencies:

- Bachelor's degree in Sports Management, Business Administration or related field
- Proven experience in a senior leadership role within a sports organization or non-profit sector
- Strong understanding of basketball and sports administration

- Excellent communication, interpersonal and leadership skills
- Demonstrated ability to manage budgets, develop strategies and lead teams effectively
- Capable of working within a small team or independently
- Proactive with a good work ethic and the ability to solve problems, work under pressure and meet deadlines
- Knowledgeable in using MS Office suite with an aptitude in learning other specific industry or commercial software
- Knowledge of basketball, different age and cultural backgrounds of the Pacific Islands is an advantage
- Awareness and knowledge of gender equality, child protection and inclusion initiatives.

This position is open to PNG citizens only.

How to Apply:

Please email your CV to jobs@vanguard.com.pg. For inquiries, call us on 7500 7500.

Applications close: COB Friday, 19 April 2024.

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