

## **POSITION DESCRIPTION**

Kumul Consolidated Holdings

### **AM9057 - Data Officer**

**Kumul Consolidated Holdings (KCH)** is a State-Owned Statutory Corporation with a clearly defined mandate to build shareholder wealth and to improve the provision of services to the people of Papua New Guinea. KCH is the Trustee Shareholder for 10 Majority State-Owned Enterprises (SOE) operating in the aviation, banking & financial services, insurance, maritime infrastructure, power, post & logistics, telecommunications, water & sanitation sectors.

Applications are invited from experienced and qualified professionals for this exciting and rewarding opportunity based in Port Moresby.

### **DATA OFFICER**

Reporting to the Executive Manager – Strategy & Development, this role has oversight of monitoring, collating and analysing project performance data, ensuring it is accurate and adequately meets the reporting requirements and also, assist to develop improvements in tools and/or processes to support information governance and where necessary support the SOEs to maintain data integrity and reconcile data discrepancies.

#### **Key Responsibilities:**

- Deliver timely and responsive administration services
- Contribute to the delivery of the KCH goals & objectives
- Contribute to the effectiveness of the Strategy & Development Team
- Participate and contribute to an effective and productive team.

#### **Expected Competencies:**

- Bachelor in Communication Technology or similar field
- Minimum 3 years' experience in a data analysis role
- Experience in the use of a computerised database or information systems
- Experience with updating data relating to projects and other requirements
- Experience with review of data information
- Sound knowledge on document control procedures and practises
- Numeracy skills, attention to detail and accuracy
- Excellent communication and time management skills
- Interpersonal, planning and organising, analytical and problem-solving skills
- Attention to detail and evaluation process
- Ability to investigate data information enquiries and respond in a timely manner.

**This position is open to both Citizens and Non-Citizens residing in PNG.**

### **APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV and details of three (3) referees with current contact details.

Full Position Description (PD) can be requested via email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday 12<sup>th</sup> July 2024**

*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](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**