

POSITION DESCRIPTION

Kokoda Track Authority

AM9061 - Operations Manager

The **Kokoda Track Authority (KTA)** was established in June 2003 as a Local Level Government Special Purposes Authority with a primary focus on the day-to-day management of the Kokoda Track and regulation of the trekking industry.

Following a recent review of the Kokoda Track Authority, the PNG National Executive Council (NEC) has agreed to progress legislation to create the new Kokoda Track Management Authority (KTMA) to replace the KTA. The NEC has decided that the KTMA will continue to regulate and promote the tourism and trekking industry and manage the Kokoda Track region protected area (when it is gazetted) as a special tourism region.

Applications are invited from qualified and experienced professionals for this executive position that will play a vital role in leading a skilled Ranger force forming vital links between KTA, the people throughout the region and other key stakeholders to meet the future management needs. This position is based in Port Moresby.

OPERATIONS MANAGER

Reporting to the Chief Executive Officer KTA, the Operations Manager is responsible for developing and implementing operational plans across the Kokoda region and will lead a geographically dispersed team of 12 full-time Rangers and a number of part-time Reserve Rangers.

Key Responsibilities:

- Management of small remote teams of KTA Rangers including:
 - work programming;
 - resource allocation;
 - staff development;
 - performance management; and
 - conflict reduction.
- Assist the development and implementation of environmentally and economically sustainable tourism in and around the Interim Protection Zone (IPZ).
- Ensure laws, regulations and rights within the Kokoda Track region are upheld.
- Establish systems of protected area management that address the needs and rights of local communities.
- Work with Kokoda Initiative partners and local communities to design and deliver various community development projects, including for the maintenance of the Kokoda Track and tourist infrastructure.
- Ensure that local stakeholders, visitors, decision makers and the wider public are aware of protected areas, their purpose and values, how they benefit local communities and how they are governed and managed.
- Ensure the long-term protection of the special values of the Kokoda Track and surrounding region through management and monitoring of the natural, cultural and historic values of the region, and specifically the maintenance and management of the Kokoda Track.

Expected Competencies:

- Tertiary qualification in natural resource management or related field
- Able to travel within the country and overseas as required
- Have an unrestricted manual Driver's License
- Eligible for a national passport and to obtain a visa to Australia
- Experience in project management and operational planning, including report writing
- Experience in planning and managing programs, projects, and operational outcomes
- Experience in managing multiple teams, located in remote locations
- Understands the Kokoda initiative and the vision, priorities and business of the KTA

- Good knowledge of the principles of conservation and natural resource management
- Good knowledge of the systems, policies and procedures that support human resources and financial management standards
- Good knowledge of data collection techniques for monitoring and reporting on programs and applying administrative skills including record-keeping, reporting and using equipment relevant to the job
- Knowledge of compliance, enforcement and regulatory requirements frameworks that apply to Kokoda Track region and the tourism industry
- Excellent communication and negotiation skills
- Good organisational, decision making, planning and project management skills
- Adaptability and flexibility in coping with competing work priorities in a geographically dispersed/ large area

The KTA is an equal opportunity employer and encourages female workforce participation.

This position is open to PNG Citizens only.

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.

For more information email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Wednesday, 07 August 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 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