

## **POSITION DESCRIPTION**

Special Economic Zone Authority

### **AM9099 - Board Secretary**

**Special Economic Zone Authority (SEZA)** is a Statutory Authority established through the Special Economic Zone Authority Act 2019. SEZA is the sole National Developer and Regulator for Special Economic Zones in Papua New Guinea. The Authority is mandated to be the facilitator for the creation, development, operation, maintenance, regulation and promotion of Special Economic Zones.

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

#### **BOARD SECRETARY – GR. 12**

The Board Secretary is responsible for ensuring that board meetings are effectively organized, meeting minutes are accurately recorded and maintained, all legal and statutory requirements are complied with and proper legal and governing records and documents are maintained. The role also provide advisory to the board directors in aiding them fulfilling their fiduciary duties.

#### **Key Responsibilities:**

- Prepare agendas for board meetings
- Schedule and manage board meetings
- Record and securely distribute all board and committee meeting minutes
- Create and maintain an up to date annual board planning calendar outlining matters to be on the board's agenda over the course of the year
- Assist the board of directors and the senior management for all corporate governance matters
- Ensure the organization remains in compliance with all legal and statutory compliance requirements
- Build effective communication between board members and executives
- Custodian of meeting minutes and other legal records and documents.

#### **Expected Competencies:**

- Bachelor's degree in Business Administration, Public Administration, Law or related field
- Professional certification in corporate governance is desirable
- Minimum 5 years' experience in a similar role from a corporate organization or government authority
- Experience in dealing with corporate disclosures, coordinating with regulators, auditors and others on corporate reviews
- Experience in providing trainings and advisory to directors on their roles and responsibilities including Board appraisals
- Highly detail-oriented with excellent organizational and communication skills
- Knowledge of corporate laws and compliance requirements
- Ability to work effectively with board members and other stakeholders.

**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](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday, 1<sup>st</sup> November 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.**