



BANK OF PAPUA NEW GUINEA



“Equal Opportunity Employer”

The Bank of Papua New Guinea is a Contemporary Central Bank and Regulator employing best practice in the development and implementation of Monetary Policy; conduct of Financial Sector Supervision and in ensuring an efficient, safe and well-functioning Payments System.

The Bank of Papua New Guinea invites expression of interest from suitably qualified and experienced individuals to fill the following position at the **Lae Branch**:-

Manager – Corporate Support Services Department

The Manager – Corporate Support Services Department will report directly to the Assistant Governor, Corporate Affairs Group and is responsible for the following:-

- Provide administrative support and manage the internal support services at Lae Branch including Human Resource, Corporate Services, Building & Infrastructure, ICT, Security Services, Domestic Money Markets, etc.
- Provide support and advice to implement strategies which will enable the Branch functions and responsibilities to be fulfilled.
- Provides strategic oversight and operational support and guidance to the corporate support team.
- Regularly and consistently engage and partner with other business stakeholders and management teams to ensure that the Branch corporate support services are fit for purpose.
- Manage available resources and budgets to deliver the best possible value to the Branch.
- Contribute to the Bank’s long-term and short-term plans.
- Support the Bank’s Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

Education Qualification/Experience/Skills/Competencies:

- Bachelors or Master’s Degree in Accounting, Business Management or related field from a recognized institution.
- Have a minimum of five (5) plus years’ management experience, preferably in corporate services or in an area focused on public administration, management, human resources, or related corporate discipline.
- Demonstrated the ability to work in a sensitive environment; provide authoritative advice; interpret and implement relevant strategies and policies.
- Demonstrated leadership and people management experience with a focus on outcomes/results and an understanding on qualitative planning and reporting.
- Demonstrated experience in effective oral and written communication in a formal business environment with a focus on building and maintaining trust both with senior levels of the business, and with key external stakeholders.
- Ability to deliver results at the level that executive management expects and on time.

Interested applicants can download the relevant position description from our website www.bankpng.gov.pg or email jobs@bankpng.gov.pg

Written applications must be addressed to:

The Manager
Human Resource Department
Bank of Papua New Guinea
P.O Box 121, Port Moresby
National Capital District

We encourage submission of electronic applications **via email address:** jobs@bankpng.gov.pg

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED FOR INTERVIEWS

Applications close on Friday 27th September, 2024

**Authorised by: Ms. Elizabeth Genia, AAICD
GOVERNOR**