



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 in the **Currency Department**:

MANAGER – PROCESSING UNIT

The Processing Unit Manager will report directly to the Currency Department Manager and is responsible for the following:-

- Ensure national currency needs are identified including physical quality standards.
- Assist design and specify currency instruments which meet these needs.
- Take measures to deter and detect counterfeiting and respond appropriately to any counterfeiting detected or reported.
- Ensure unfit notes and coins are securely destroyed in accordance with the Bank’s security procedures.
- Provide appropriate physical security for currency processing, despatch and storage and for the Bank as a whole.
- Review or support in providing settlement banking services and payments systems.
- Contributes to improve quality of legal tender/cash in circulation.
- Contributes as appropriate to the performance of other functions and to the overall achievements of BPNG's strategic objectives.
- Support the Bank’s Corporate Values: Efficiency; Professionalism; Accountability; Teamwork; Transparency; Integrity.

Education Qualification/Experience/Skills/Competencies:

- Must have a Bachelor’s Degree in Banking & Finance, Accounting, Commerce or Business Management from a recognized university.
- Minimum of 5+ year’s proven management experience and skills in a relevant role in the Banking & Finance industry.
- Working and sound knowledge of the finance/banking industries with the relevant Acts, prudential standards and other related legislation.
- Has the ability to effectively build the capacity of other staff within the Bank in the area of detailed expert knowledge and sound knowledge of Central Banking Act 2000.
- Proficient communication and comprehension skills, both written and oral, including professional and tactful demeanour in dealing with clients.
- Proficient organizational skills, attention to detail and result oriented.
- Ability to handle multiple projects, determine priorities and meet deadlines.
- Proficient in the usage of Computer Applications.

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 04th October, 2024.

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