

POSITION DESCRIPTION

Bank of Papua New Guinea

CB2593 - Corporate Secretary

Reporting to the Governor, the primary role of this position is to assist the Governor(s), Board, Assistant Governor and the Departments of the Bank to meet the Bank's statutory accountability and role.

The position will be responsible for coordinating the legal affairs of the Bank in relation to the Central Banking Act 2000 and other relevant legislation.

The position also has the primary responsibility for developing and facilitating the Bank Board administration and provision of corporate legal services pursuant to the Central Banking Act and support the Bank's Corporate Values of Efficiency; Professionalism; Accountability; Teamwork; Transparency and Integrity.

Essential Competencies

- Have appropriate tertiary qualifications and professional experience relevant to this position.
- Proven personal attributes of maturity, commitment, professionalism and results orientation, to work collaboratively as part of the senior management team with individual Directors, the Board and other external stakeholders.
- A proven track record of absolute integrity which will be verified by stringent background checks.

Applications close on 13 November 2009

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to admin@vanguardpng.com 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