

POSITION DESCRIPTION

Transparency International (PNG) INC

RR2623 - Operations Manager

Reporting to the Board through the Executive Director, the Operations Manager is responsible for monitoring, evaluating and diligently managing the finances of all donor funded projects administered by TIPNG.

The Programme Director will also provide reports and oversee communications with donors regarding funded projects, plus updates, whilst assisting with the TIPNG's Strategic Plan.

Essential Competencies

- A tertiary qualification in Accounting or Business with specific emphasis on project finance management and a proven ability to maintain an accrual budget.
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- Work experience in either the business or the not for profit NGO sectors
- A minimum of 5 years experience of successful "hands on" project finance management, managing a minimum of 4 staff.
- Good English language report writing skills, with excellent computer skills in Microsoft Word, Excel, Outlook and an ability to use MYOB as the program for all financial reporting.
- An ability to be able to multi task and work under pressure, show a good understanding of transparent management practices and be a committed team player.
- A verifiable track record of professional competence, strong work ethics, people skills and integrity.

Applications close on 29 December 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