

POSITION DESCRIPTION

PNG Ports Corporation Limited

RR2649 - Property Officer Fleet and Fuel

PNG PCL is currently seeking to improve service delivery to all stakeholders through its Property Department. As such, the organization is seeking qualified and motivated property professionals to join its Property Department.

Reporting direct to the Property Coordinator, this position is responsible for all fleet and fuel supplies of the organization, nationwide. Responsibilities include:

- Management of all company fleets
- Drawing up of schedules for company fleet maintenance
- Registration and safety stickers
- Administration and management of insurance issues
- Control of fuel purchase for all fleets for all Ports
- Control of fuel purchase for all generators throughout all Ports
- Stock control for all fuel supplies

Essential Competencies

- Have a minimum of Grade 12 Education, with skills in IT applications and Data Base.
- Have at least three years "hands on" experience in fleet and fuel management.
- Able to show excellent written and oral communication skills.
- Be physically, mentally and medically fit and willing to travel within PNG on a regular basis.
- A proven record of personal leadership, people skills and integrity.

Applications close on 19 March 2010

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