

POSITION DESCRIPTION

Investment Promotion Authority

RR2656 - Director-Business Registration & Regulation

Reporting to the Managing Director, this position is responsible for:

- Overseeing and managing the operations of the Business Registration and Regulation Division
- Performing the functions of the Registrar of Companies and promoting the effective operations of all the relevant legislation
- Providing advice to relevant stakeholders and policy and compliance
- Overseeing the timely, legally correct and accurate registrations and lodgements
- Carrying out complete analysis and assessments of Annual Returns
- Promoting compliance on investments and business nationwide

Essential Competencies

- Degree qualifications in Business, Commerce, Administration and/or Law with current professional affiliations.
- Executive level management experience within a multi-divisional organization, with a proven track record of up-to-date managerial and technical skills, effective Board room presentation and competent advice to the Board and Management.
- Familiarity with Government policies and legislations affecting investment, with a working knowledge of Acts and Regulations relevant to a statutory authority that is responsible for investment promotion, business regulation and certification.
- Competence in budgetary, financial and personnel management.
- Personal maturity, with strong leadership, diplomatic, social and relationship skills, with an established senior-level network of contacts and a personality to work positively and effectively within a team environment.
- A track record of complete integrity and an ability to consistently set high standards.

Applications close on 5 April 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