



NATIONAL DEVELOPMENT BANK LIMITED

In view of the current business expansion, the National Development Bank Limited of Papua New Guinea is inviting applications from suitably qualified individuals to fill the position of:

CHIEF EXECUTIVE OFFICER

The **Chief Executive Officer Micro Bank** is responsible for the strategic direction, management and administration of the MicroBank. Ensures profitable, viable and long-term sustainable operations through attainment of its commercial and institutional objectives. Ensures compliance with regulations of Bank of PNG and other regulatory bodies.

QUALIFICATIONS FOR CONSIDERATION

- An advance Degree in Accounting, Banking, Finance, Commerce or Business Studies in reputable university.
- Minimum of 7 years Chief Executive role experience in managing a commercial bank operations or a regulated licensed financial institution in developing countries is preferred.
- Preferably with proven experience in setting-up and establishing wide branch networks of commercial financial or banking institution.
- Local knowledge of Papua New Guinea banking regulations and local economy is an advantage.
- Experienced in conducting management and staff skills training and capacity building of bank managers and front-line bank staff.
- Experienced in developing and writing strategic plans, business plans, and operating manuals is a must.
- Must have advance skills in budgeting and business planning, and working knowledge on regulatory compliance, reporting and human resource management.
- With working knowledge on electronic banking technology and core banking applications.
- Must have sound knowledge of leadership and extensive management experience.
- With excellent Board reporting and presentation skills.

QUALIFIED NATIONALS AND EXPATRIATES ARE WELCOME TO APPLY FOR THE ABOVE POSITION

Forward written applications with a detailed resume with latest photo including names of three references to:

The Manager Human Resources, National Development Bank Limited
PO Box 686, WAIGANI, National Capital District
Fax: 325 6886 Email: hr@devbank.com.pg

Applications close on Friday, 31st August 2016. Only Shortlisted Applicants will be notified.

JOB DESCRIPTION

- 1) **Position** : **Chief Executive Officer**
- 2) **Salary Grade** : **Executive Director Level**
- 3) **Location** : **Waigani, NDC, Papua New Guinea**
- 4) **Reporting To** : **Board of Directors**
- 5) **Supervises** : **Senior Bank Managers**
- 6) **Date** : **2016**

7) Job Purpose

The CEO is responsible for the effective management and administration of the Micro Bank banking activities. He shall ensure profitable, viable and long – term sustainable operations of the Micro Bank through attainment of its annual financial goals and operational targets. Ensures that the Bank comply with all policies and regulations of Bank of PNG and regulatory bodies.

8) Major Responsibilities

- a) Direct the Management in implementing the Bank's Plans and Strategies.
- b) Provides effective management for the efficient provision of a board range of financial services to target clients in a viable and sustainable manner.
- c) Direct the Management in planning, monitoring, evaluating and controlling the Bank's performance to achieve optimum results.
- d) Direct the financial affairs of the organization and prepare financial reports and analyses of operations for Board information and decision-making.
- e) Responsible for achieving the Micro Bank's annual financial target, clientele outreach and portfolio targets.
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- f) Supervision, guidance, training and mentoring of second line managers and/or supervisors.
- g) Assist the Management in implementing policies and strategies as approved by the Board of Directors.
- h) Ensures there are adequate risks controls and processes in place for minimizing or avoiding operational and institutional risks.
- i) Ensure accurate timely preparation and distribution of the Bank's financial and management reports to the Board and Central Bank following generally accepted accounting methods, principles and best practice.

- j) Review/approved cost reduction proposals, capital expenditure proposals and cost analysis proposals using cost benefit/techniques to ensure that company assets are employed efficient and maximize shareholder value.

9) Human Resource

- a) Ensure that the Bank's staff performance is well planned, monitored and appraised in a timely manner and that required resources, support and coaching are provided.
- b) Work with senior staff to develop and oversee the implementation of staff training and capacity building programs.

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10. Working Relationship

The CEO will work closely under the supervision of the Board of Directors and to direct the Bank Management in executing strategies to ensure achievement of the Business Plan and annual goals of the Bank.

11. Qualification/Knowledge/Skills/Experience

- An advance Degree in Accounting, Banking, Finance, Commerce or Business Studies in reputable university.
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