



National Airports Corporation (NAC) is mandated to operate all twenty-two major airports across Papua New Guinea. It is governed by the Civil Aviation Act 2000 (as amended) and the Civil Aviation Rules, Part 139, to provide safe and secure airport services that meet international standards and recommended practices.

NAC is now looking to invite a suitably qualified and experienced professional to immediately fill the position of:

COMPANY SECRETARY

The role of the Company Secretary is to ensure that there is proper compliance by the Board with regards to its statutory obligations and acts as Board Secretary during Board Meetings. Where necessary, undertake, oversee, and/or brief out legal matters and representation including drawing up of legal documents as required.

Key Responsibilities:

- Manage and maintain statutory records for NAC.
- Maintain accurate and safe records and be the Secretary to the Board of Directors.
- Secretary to Audit and Compliance and member to Tenders Committee.
- Provide proper and cost effective legal and secretarial/compliance/resolution guidance for the Board including committees and sub-committees.
- Advise NAC's Board and Management on legal matters.
- Operate within NAC Policies, Financial Delegation, ICAO policy and regulations, Civil Aviation rules and other statutory requirements.
- Ensure that timely and appropriate advice is given to ensure that the NAC's interests are protected at all times.
- Ensure all operational functions are consistently working cohesively, effectively and harmoniously with external clients.
- Contribute and participate in team approach and activities that are critical to the success of NAC.
- Where necessary, instigate and brief out on legal proceedings and representation including drawing up of legal documents as required.
- Create an awareness of the legal and regulatory environment in which the NAC operates to clients.

Key Requirements;

- Must have Tertiary qualification in Law, Economics, or Accounting.
- Must have 10-15 years of experience in a similar role.

- Must have a high-level knowledge in Board matters.
- Must have excellent knowledge of the Public Finance (Management) Act.
- Must possess excellent knowledge of the aviation industry and its operational requirements.
- Must demonstrate proven leadership qualities.
- Must have experience in Policy development.
- Must be able to prepare submissions and ministerial briefs.
- Must have the ability to mentor and coach junior colleagues and members of the management team.
- Must have the ability to think strategically, plan and organise.
- Must demonstrate highly effective communication skills.
- Must have the ability to develop productive working relationships.
- Must have the ability to lead change and continuous improvement.
- Must be able to analyse and use information to make informed decisions.
- Must have the ability to negotiate, influence and resolve conflicts.
- Must fully conversant with MS Word, Excel, PowerPoint and presentation skills.

To Apply:

Interested candidates must provide the following:

- Expression of Interest Letter
- Updated Curriculum Vitae (CV)
- Copy of Certified Educational Qualification documents
- Copy of three (3) Character References (contactable)

Address all applications to:
The Legal Consultant
National Airports Corporation
PO Box 684
Boroko, NCD

Email your applications as 1 document to recruitment@nac.com.pg

Closing date: **Thursday 11th April 2024**

Only shortlisted applicants will be contacted for further assessment.

For any information or enquiries, contact us on 3244671/3244687 or refer to our website at www.nac.com.pg

Approved for release by;


Mr. Dominic Kaumu, ML OBE
Acting Managing Director & CEO