



JOB DESCRIPTION

JOB TITLE: BOARD SECRETARY		
DIVISION: Executive	BRANCH: Administrative	SECTION: General Administration
REFERENCE NUMBER: TPA11	DESIGNATION/CLASSIFICATION: Board Secretary, Grade 11	POSITION No.: EXD.002
REPORTING TO: Chief Executive Officer	DIRECT REPORTS: Nil	LOCATION: Port Moresby
COMPILED BY: Human Resource Officer Date:	AGREED BY EMPLOYEE: Board Secretary Date:	APPROVED BY: Eric Mossman Uvovo Chief Executive Officer Date:

POSITION SUMMARY:

- The primary responsibility of the Board Secretary is to prepare Board Papers, arrange Board Meetings, take meeting minutes and follow up on Board Decisions and Resolutions, and liaise with external stakeholders and PNGTPA Divisional Directors.
- The role provides timely, expert, and strategic information and advice to the CEO to facilitate effective decisions;
- The incumbent will be an advocate for PNGTPA and will work closely with the CEO to achieve and maintain the excellence standards set forth by Papua New Guinea Tourism Promotion Authority;

KEY FUNCTIONS AND RESPONSIBILITIES

Strategic Planning and Management

- Contribute to corporate planning processes by working with the CEO to formulate divisional strategies, key performance expectations, divisional plans, and monitoring systems to ensure they are effective and meeting division and organizational objectives;
- Assist the CEO to plan, develop, and implementing strategies for Executive Division to meet departmental performance plans within agreed budgets and timescales. This includes the development of a five (5) year Strategic Plan;
- Contribute to the Corporate strategic planning and development as a senior team member by participating in the divisional planning meetings and disseminating information;
- Provide strategic advice, guidance, assistance, and support to inform, develop and execute business strategies within the division;

Human Resource Management and leadership

- Facilitate, liaise and maintain communications with divisions in ensuring correct procedures are followed in the areas of Executive Management;
- Provide timely, constructive, and objective feedback to Executive Team;
- Provide necessary information, logistics and support for the successful implementation of the Tourism Sector Development Plan (TSDP);

Policy & Planning

- Lead the development, review, and implementation of tourism policies, procedures, and systems;
- Ensure that policies and procedures are regularly reviewed and updated as necessary in line with changing business needs;

- Assist management, staff, and stakeholders with interpreting and applying all Tourism policies and procedures;

General Duties

- Organizes Board Papers
- Arrange Board Meetings and take Board Meeting Minutes
- Follow up on Board Decisions and Resolutions and other associated tasks.
- Organizes PNGTPA Conferences and Workshops for the Board and Stakeholders.
- Assist in Organize Media and Press Releases
- Prepare Reports/documents as directed & advised by the Board and Stakeholders for the CEO
- Liaises with PNGTPA Divisional Directors for Board Meetings and Submissions
- Responsible for documenting the Board's meetings and preparing minutes therefore, which will include discussions and deliberations carried out during such meetings, recording the resolutions of the Board and voting results, and retaining them in a special and organized register.
- Act as an active conduit for communication between Board Members.
- Responsible for proactively working with Board Members to set up meetings, giving proper notice of any meetings, and promptly distributing materials like agendas and minutes. You will at times be required to assist the Board Chairman in convening meetings.
- Analyse and advise the CEO on Stakeholder Reports on Tourism Promotional Projects and Activities
- Prepare Reports/documents as directed & advised by the Board and Stakeholders for the CEO
- Liaises with PNGTPA Divisional Directors for Board Meetings and Submissions
- Perform other duties as assigned by the CEO or Management and Board as required.

Quality Customer Service

- Ensure regularly meet with Executive Division staff and other divisions to obtain feedback on tourism policy and planning service systems and areas for development, and act on customer feedback to improve systems, processes, and procedures;
- Ensure to identify and develop opportunities to provide quality and exceptional service to internal and external customers that benefit the organization;

Team Work and Co-operation

- Ensure that the Executive Division teamwork and corporate with other team members with honesty and respect;
- Create a high-performing team culture in the Executive Division to meet and exceed customer expectations;

Occupational Health and Safety

- Assist in monitoring aspects of OHSE in the organization and ensure that all work processes and systems are in compliance with PNGTPA OHSE procedures and report any concerns to the relevant staff and/or safety representatives;
- Perform duties safely and responsibly by PNGTPA OHSE policies.
- Identify and develop Human Resources Risk Management strategies to safeguard the commercial interests of PNGTPA;

Quality of Work

- Ensure to coach and lead employees to display quality work that reflects high professional standards and a high degree of accuracy.

Continuous Improvement

- Ensure to encourage and guide employees to create a culture of high performance and continuous improvement in the Executive Division to meet and exceed customer expectations.

ESSENTIAL REQUIREMENTS – (must cover Qualifications, Education, & Experience, knowledge, attitude, skills, and habits).

- Bachelor's Degree in Law or relevant field;
- Minimum 10 years' work experience in a similar capacity in the public or private sector.
- Strong working background in Public Services Financial Manual, Public Services Management Act.
- Excellent program planning, management, and leadership skills.
- Ability to communicate (oral and written)
- Ability to communicate and work effectively with key stakeholders of the organization

- Ability to resolve conflict, handle complaints and manage complex situations;