



CAREER OPPORTUNITIES

Support leadership at the centre of Papua New Guinea's ICT regulator

The National Information and Communications Technology Authority (NICTA), established under the NICTA Act 2009, is Papua New Guinea's independent regulator for telecommunications, radiocommunications, broadcasting and related ICT services. NICTA invites capable, ethical and service-driven professionals to apply for two important positions in the Office of the Chief Executive Officer.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

EXECUTIVE OFFICER

A senior coordination role for an experienced professional who can turn executive priorities into disciplined action, clear advice and accountable follow-through.

KEY RESPONSIBILITIES	QUALIFICATIONS AND EXPERIENCE
• Maintain and report on CEO directives, decisions, commitments and priority actions. • Analyse and consolidate submissions and prepare decision-ready briefs, talking points, presentations and substantive correspondence. • Coordinate CEO-led management meetings, record decisions and track actions through to completion. • Identify delays, dependencies, inconsistencies and emerging risks and provide practical options for executive consideration. • Coordinate senior stakeholder engagements, official visits and cross-functional assignments authorised by the CEO. • Coordinate the CEO Office workflow and the Executive Assistant's administrative priorities while preserving direct confidential support to the CEO.	• Bachelor's degree in Business, Management, Public Administration, Governance, Economics, Law, Communications or a related field; or an equivalent combination of qualification and substantial experience. • Minimum seven years relevant experience in executive coordination, governance, senior management support, public administration, policy or programme coordination. • Demonstrated ability to prepare high-level briefs, analyse complex information and coordinate actions across departments. • Excellent executive writing, judgement, stakeholder engagement and confidentiality skills. • Training in governance, policy analysis, project management, risk, protocol or records management is an advantage.

EXECUTIVE ASSISTANT

A trusted administrative support role for a highly organised professional who can protect executive time, manage detail and deliver discreet, reliable service.

KEY RESPONSIBILITIES	QUALIFICATIONS AND EXPERIENCE
• Maintain the CEO's diary, daily schedule, appointments and supporting meeting information. • Coordinate approved meetings, agendas, minutes or action notes, travel, accommodation, itineraries and official visitor arrangements. • Receive and direct calls, correspondence, enquiries and visitors professionally and appropriately. • Format and proofread letters, memoranda, presentations and other documents from approved instructions. • Maintain correspondence registers and secure physical and electronic executive records. • Prepare supporting documentation for approved reimbursements, acquittals and CEO Office expenditure.	• Diploma in Executive Administration, Business Administration, Office Management or a related field; or an equivalent combination of relevant qualification and experience. • Minimum five years relevant experience providing senior executive, secretarial or high-level administrative support. • Demonstrated experience in complex diary management, executive travel, meeting administration, correspondence control and confidential records. • High proficiency in Microsoft Office, electronic calendars, virtual meeting platforms and professional document preparation. • Strong communication, attention to detail, judgement, discretion and ability to manage changing priorities.

WHAT WE VALUE

Integrity • Commitment • Innovation • Respect • Collaboration

HOW TO APPLY

Submit the following:

- A cover letter clearly stating the position applied for
- An updated CV or résumé
- Names and contact details of three current referees
- Copies of academic qualifications and relevant supporting documents

SEND APPLICATIONS TO

recruitment@nicta.gov.pg

APPLICATIONS CLOSE

02nd October AT 5:00 PM

Clearly state the position title in the email subject line.

Only shortlisted candidates will be contacted. NICTA is committed to merit-based selection and equal employment opportunity.

Authorised by Polum Lume (Mr.)
Chief Executive Officer