



POSITION VACANT

Executive Officer – PNG Institute of Directors (PNGID)

Location: Port Moresby, Papua New Guinea

Type: Full-time Leadership Role

About the Role

The PNG Institute of Directors (PNGID) is seeking a highly respected and dynamic leader to join us as Executive Officer. This is a pivotal leadership role, requiring an individual of reputable standing in the community to steer the strategic, operational, and governance functions of the Institute. As the public face of PNGID, you will champion corporate governance excellence and drive the capability of directors across Papua New Guinea.

Reporting directly to the Board of Directors, you will lead the execution of the PNGID Strategic Plan, ensure financial sustainability, and enhance our flagship Directors Development Program.

Key Responsibilities

- ❖ **Strategic Leadership:** Drive the implementation of the Strategic Plan and develop annual work plans in alignment with the PNGID Constitution.
- ❖ **Governance & Compliance:** Act as a key governance advisor, providing secretariat support to the Board and ensuring all operations comply with the Associations Act and constitutional requirements.
- ❖ **Program Excellence:** Oversee the Directors Development Program, collaborating with trainers to refine content and delivery based on market feedback.
- ❖ **Stakeholder & Community Engagement:** Cultivate and maintain strong relationships with Board members, sponsors, business partners, and members, acting as the primary liaison to enhance the Institute's profile.
- ❖ **Financial Stewardship:** Monitor the Institute's financial health, lead income-generating activities, and develop strategies for long-term sustainability.
- ❖ **Member & Event Management:** Lead the planning of the Annual General Meeting (AGM), corporate events, and membership growth initiatives to deliver tangible value to members.

Who We Are Looking For

The ideal candidate will possess a blend of strategic vision, governance know-how, and respected professional credibility and high ethical standards with the standing to command respect within the PNG Business Community. You must be comfortable operating autonomously and representing the Institute at the highest levels.

Essential Qualifications & Experience

- ❖ A tertiary qualification in Corporate Governance, Business Administration, Law, or a related field.
- ❖ Proven experience in a senior leadership or secretariat role, with deep knowledge of corporate governance principles and constitutional compliance.
- ❖ Strong financial acumen, including experience in budgeting, financial monitoring, and sustainability planning.
- ❖ A track record of building productive relationships with diverse stakeholders, including Boards, government entities, and the private sector.

Essential Attributes

- ❖ Exceptional written and verbal communication skills.
- ❖ High ethical standards and professional integrity, with the standing to command respect within the PNG business community.
- ❖ Ability to engage with subject matter experts to enhance director development frameworks.
- ❖ Self-motivated, with strong leadership and interpersonal skills.

Why Join Us?

It is an opportunity to promote and shape corporate governance in Papua New Guinea. You will work at influencing best practice and fostering leadership excellence.

How to Apply

If you have the required skills and experience, thrive on leading a, dynamic team, and are passionate about good governance, we invite you to apply.

Please submit your application addressed to the **Vice President, PNGID**, including a detailed CV and a cover letter outlining your vision for the role

Submit applications to: info@pngid.org.pg

Applications Close: 27 March 2026