



OFFICE MANAGER

Transparency International PNG (TIPNG) Inc is a non-governmental organization that commits to ensuring accountability, integrity and transparency in all public and private dealings.

TIPNG is looking for the ideal candidate to fill in the position of **OFFICE MANAGER**.

The role is responsible for a diverse set of administrative tasks including maintaining office operations, human resources , finance and executive secretarial duties.

TIPNG is looking for someone who can:

- Develop and maintain office operations and procedures, prepare payroll, design filing, asset registry and backup systems.
- Act as Personal Assistant to the Executive Director, assist with the preparation of board meetings, attend board meetings and act in a secretarial role for the Board.
- Maintain office efficiency through clerical functions in a timely and professional manner and maintain strong liaison with suppliers.
- Design and implement organizational policies
- Coordinate and oversee human resources by keeping personnel records up to date, arranging interviews, etc .
- Oversee the performance of the Admin Driver.
- Perform other duties as directed by the Executive Director from time to time.

The ideal candidate must:

- Have 2-3 years of experience in administration work.
- Have great verbal and written communication skills. Must be able to work in a group setting.
- Proficient in MS Office programs.
- Have a current driver's license and must be able to work overtime when required.
- Have some HR experience.

Send your application to:

The Executive Director

Transparency International PNG Inc.

P. O. Box 591, Port Moresby, NCD

Email: exectipng@gmail.com

Applications close on Monday 15 January 2018 at 4:00pm.