



Expressions of Interest are invited for the position of:

Assistant National Catholic Education Secretary

The Catholic Bishops Conference of Papua New Guinea and Solomon Islands (CBC PNG & SI) is inviting expressions of interest for the position of Assistant National Catholic Education Secretary (ANCES).

Based in Port Moresby and working with the National Catholic Education Secretary (NCES), this executive management position has the responsibility to assist the NCES to manage all aspects of the Catholic Education Agency at the National level, in partnership with the Department of Education and other Education Agencies.

Essential requirements for the position are:

- A practicing Catholic with sound knowledge of Catholic education policies and statements.
- Experience working in some areas of Catholic education.
- Good communication skills including computer skills.
- Good English writing skills for minutes and reports.
- Office Management skills.
- Ability to do logistics and coordinate activities.
- Ability to draft, carry out and report ordinary development projects in the field of education.

Appointment to this position will be for an initial period of two years, beginning in January 2021 with the possibility of extension or renewal. The remuneration package is negotiable but currently at the level of E.O.6. Accommodation is provided.

A written application should include a curriculum vitae, copies of relevant certificates, the names of three referees and a sample report written by the applicant.

Please note that only short-listed applicants will be contacted.

**All applications should be lodged no later than 4:30pm
Tuesday, 3rd November 2020
and addressed to:**

**The General Secretary, Catholic Bishops Conference,
Godwit Street, Gordons, NCD.
P.O. Box 398, Waigani, NCD 131**

Or sent via email to cbcgensec@catholic.org.pg