

BANK OF PAPUA NEW GUINEA
POSITION DESCRIPTION
MANAGER, INSTITUTIONAL GOVERNANCE SUPPORT OFFICE

This Position Description outlines the role, skills, relationships, authorities and accountabilities. The position's competencies and the Bank's values are included. These form the basis for Job Evaluation, Performance Appraisal (setting key result areas and targets) and Recruitment.

1. DEPARTMENT PURPOSE STATEMENT

Our Focus

The Institutional Governance Support Office (IGSO) is responsible for strengthening the Bank's institutional governance, strategic development, and business transformation processes. The office supports effective prioritisation, conceptual development, and benefits realisation of strategic initiatives that enable BPNG to achieve its long-term goals.

Why We Exist

The IGSO ensures that the Bank's strategic initiatives are aligned with its vision, well-prioritised, clearly defined, and capable of delivering measurable and sustainable outcomes. By leading the early-stage development and end-stage benefits tracking of Bank-wide initiatives, the IGSO ensures that the Bank's strategic investments deliver meaningful value and contribute to institutional transformation.

Our Roles

The IGSO provides structured support to executive management, the Chief Operating Officer, and departments in the conceptual development, prioritisation, and oversight of strategic initiatives. Its core responsibilities include:

- Facilitating the development of initiative concepts and business cases.
- Leading strategic initiative prioritisation and sequencing.
- Coordinating cross-functional engagement and governance processes.
- Overseeing the realisation of initiative benefits and alignment with strategic objectives.
- Providing structured reporting and strategic advice to the Governor's Office, ExCo, and governance bodies.
- Monitoring market, regulatory, and institutional trends to inform future planning.

The IGSO plays a key role in shaping BPNG's long-term strategic direction and driving institutional performance.

2. POSITION PURPOSE STATEMENT

Our Focus

The IGSO Manager provides enterprise-level coordination, strategic governance support, and leadership in developing, prioritising, and overseeing BPNG's strategic initiatives.

Why This Position Exists

This position manages and operationalises the Bank's strategic initiative planning and benefits realisation approach. It ensures that initiatives are well-conceived, properly prioritised, aligned to institutional goals, and managed to achieve measurable outcomes. The role provides a central point of coordination between the Governor's Office, Chief Operating Officer, and initiative sponsors.

The Role

The IGSO Manager leads the day-to-day operations of the Institutional Governance Support Office, supporting the Governor's Office and COO in the strategic governance of major Bank initiatives. The role is responsible for running structured prioritisation and governance processes, providing strategic advice and reporting, and ensuring cross-departmental collaboration in developing and delivering initiatives.

3. SKILLS

The IGSO Manager requires a balanced mix of strategic thinking, organisational coordination, analytical capability, and stakeholder engagement. The role demands strong conceptual and governance skills combined with the ability to facilitate and influence at all levels of the Bank. Essential skills include:

- Strategic planning and governance expertise.
- Strong conceptual development and business case formulation skills.
- Advanced communication, reporting, and briefing skills.
- Stakeholder engagement and cross-functional facilitation.
- Experience in initiative prioritisation and performance monitoring.
- Analytical and critical thinking capability.
- Knowledge of strategic portfolio management principles.
- Organisational awareness and systems thinking.
- Proactive problem-solving and change leadership.

4. QUALIFICATIONS AND EXPERIENCE

The IGSO Manager should possess the following qualifications and experience:

- A university degree in business administration, public policy, strategy, economics, or a related field.
- Postgraduate qualifications or certifications in governance, project/portfolio management, or strategy are desirable.
- Minimum of eight (8) years of experience in institutional governance, strategic planning, or initiative management roles.
- Demonstrated experience in initiative development, prioritisation, and benefits tracking.
- Experience in supporting executive governance forums and decision-making processes.
- Familiarity with public sector, regulatory, or central banking environments is preferred.
- Proven experience in stakeholder engagement and cross-functional collaboration.
- Experience in preparing high-quality reports, briefings, and governance papers.

5. KEY RESPONSIBILITIES

The IGSO Manager is responsible for leading and managing the Bank's strategic initiative governance and benefits realisation approach.

Core responsibilities include:

- Leading the conceptual development of strategic initiatives, including business case formulation and strategic alignment assessments.
- Facilitating the prioritisation and sequencing of Bank-wide initiatives based on strategic value and resource availability.
- Coordinating governance processes for initiative review, endorsement, and upward reporting.
- Overseeing the monitoring and tracking of initiative benefits realisation.
- Providing structured reporting and advice to the Governor's Office, Chief Operating Officer, and Executive Committee.
- Maintaining a central register of active and pipeline initiatives.
- Supporting initiative sponsors in initiative design, resource planning, and governance engagement.
- Ensuring compliance with the Bank's End-to-End Initiative Management Framework.
- Monitoring strategic risks and emerging trends relevant to the Bank's initiatives.

- Promoting a culture of structured planning, transparency, and strategic focus across the Bank.

6. KEY RELATIONSHIPS

Internal Relationships:

- Governor's Office
- Chief Operating Officer (COO)
- Executive Committee (ExCo)
- Strategy and Planning Unit
- Initiative Sponsors and Project Leads
- Department Heads and Managers
- Finance, Risk, and Portfolio Governance Teams

External Relationships:

- Consultants and advisors supporting strategy or initiative development
- Development partners and stakeholders (as needed)
- Vendors supporting pre-project assessments

7. LEADERSHIP COMPETENCIES

The IGSO Manager is expected to demonstrate the following leadership competencies:

- Strategic foresight and alignment with BPNG's institutional priorities.
- Clear, structured, and effective communication.
- Collaborative leadership and cross-functional engagement.
- Integrity, accountability, and professionalism.
- Strong governance and organisational awareness.
- Analytical and critical thinking applied to initiative development.
- Ability to anticipate risks and barriers to initiative success.
- Ownership of quality assurance, follow-through, and continuous improvement.

8. SUCCESS CRITERIA

The IGSO Manager's success will be measured by their ability to embed strong governance and structured processes around BPNG's strategic initiatives.

Key indicators of success include:

- Clear, well-defined, and strategically aligned initiative concepts and business cases.
- A transparent, structured initiative prioritisation process is consistently applied.
- Timely, accurate, and value-adding reports and advice to the Governor's Office and ExCo.
- Effective cross-departmental coordination in initiative development and delivery.
- Ongoing monitoring of initiative benefits realisation against agreed objectives.
- Consistent application of the End-to-End Initiative Management Framework.
- Improved institutional capability in initiative planning and governance.
- Strengthened stakeholder confidence in BPNG's strategic initiative governance.