



KOKONAS INDUSTRI KOPORESEN

Position Description

Position Title	:	General Manager
Position Number	:	KIKIS.001
Division	:	Industry Services (IS)
Reports To	:	Managing Director
Status	:	Permanent, Contact
Location	:	Head Office, Port Moresby
Approved By	:	KIK Board
Approved Date	:	

1. Purpose

General Manager – IS is solely responsible for the development and implementation of the Industry Services programs of the coconut industry.

2. Essential Duties

- (a) Develops and coordinates programs for the agribusiness marketing and industry capacity building sections of the coconut industry.
- (b) Align agribusiness marketing and industry capacity building programs in line with the Coconut Industry Strategic Plan 2016 - 2025.
- (c) Evaluates and monitors the relevance of coconut Industry Service programs to the coconut industry in PNG.
- (d) Attends and participates in in-country as well as international professional forums, seminars and workshops pertaining to the coconut industry.
- (e) Prepares quarterly briefs and reports to the Management and attend KIK Board Meeting.
- (f) Prepares annual budgets and controls recurrent expenses within approved budget for the Division.
- (g) Other duties as assigned by Managing Director from time to time.

3. Supervisory Responsibilities

Manages two subordinate Managers who supervises 7 employees in the Agribusiness Marketing section and Industry Capacity Building who supervisors 17 employees. Is responsible for the overall direction, coordination, and evaluation of these units. Undertakes supervisory responsibilities in accordance with the KIK's policies and other applicable PNG laws.

Responsibilities include interviewing, hiring, and training employees of the division; planning, assigning, and directing divisional work programs; appraising performance of divisional staff; rewarding and disciplining divisional staff; and addressing complaints from staff and clients and resolving problems.

4. Knowledge, Skills and Experience

Normally a Masters/Doctorate degree in either Agriculture Economics or Agriculture Science or its equivalent from a recognised university is required. Should have at least ten years related work experience in the coconut industry or a related commodity industry.

In addition, the following are also essential for the position:

- (a) Experience at the senior executive management level is desirable.
- (b) Should have an understanding of the major coconut economic issues confronting the coconut industry in PNG.
- (c) Good interpersonal skills, particularly persuasive negotiating ability, are especially important.
- (d) Excellent writing and editing skills.