

Position Description



Position: Senior Manager – Government Relations

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	29.03.2025
PD Approved By (<i>Position Title</i>):	Chief Government & Media Officer
Position Number:	

Primary Purpose of the Position

To lead strategic engagement and communication with government stakeholders at all levels, ensuring that KCH's interests are effectively represented and supported. The Senior Manager – Government Relations will manage key government relationships, facilitate regulatory and legislative interactions, support public policy initiatives, and ensure alignment of KCH activities with national government priorities.

Reporting Relationships

This Position Reports to:

Executive Manager – Government Relations

Direct Reports:

1. Public Relations Officer

Key Working Relationships (Internal & External)

Internal: - Managing Director - All Chief Officers - All Executive Managers - Other Managers	External: - National Government Departments and Agencies - Parliamentarians and Advisors - Regulatory Bodies - Provincial and Local-Level Governments - Industry and Business Associations - International Development Partners
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Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Bachelor's Degree in Public Policy, Law, Political Science, International Relations, or related field - Postgraduate qualifications in Governance, Public Administration, or Management are advantageous
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Skills and Experience required for this position:

Skills - Strong understanding of government structures, legislative processes, and public policy - Excellent communication, negotiation, and relationship-building skills - Ability to translate complex policies into practical organisational impacts - Strategic thinking and political acumen - High-level report writing and presentation abilities

Position Description



- Conflict resolution and stakeholder management skills
- Knowledge of accounting systems and financial reporting
- Negotiation skills
- Effective communications skills
- Excellent Time Management
- Interpersonal skills
- Planning and Organising

Experience

- Minimum of 7 years' experience in government relations, public affairs, or similar role
- Proven experience working with senior government officials and policy makers
- Experience in advising executive leadership on policy and legislative matters
- Familiarity with public sector governance and SOE operations
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Key Accountabilities

Government Engagement:

- Develop and maintain strong relationships with key government officials and departments
- Represent KCH in official meetings, consultations, and policy forums
- Ensure timely communication of government decisions that affect KCH operations

Policy and Legislative Analysis:

- Monitor legislation, regulations, and policy developments relevant to KCH and SOEs
- Provide analysis and briefings on policy impacts and risks
- Draft policy submissions, position papers, and advocacy documents

Strategic Advice and Reporting:

- Advise the Executive Manager – Government Relations and other executives on strategic government issues
- Support crisis response or issue management involving government stakeholders
- Prepare and present reports to senior management and Board Committees as required

Incumbent:

Signature:

Date:

Stakeholder Coordination:

- Facilitate inter-agency coordination for joint projects and initiatives
- Support government-related communications and events
- Ensure alignment between KCH corporate goals and government development priorities

Team Work

Participate and contribute to an effective and productive team including;

- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas.
- Active participation in Self Performance, Self-Assessment
- Develop a good working relationship with KCH and SOEs project implementers.

Position: Chief Government & Media Officer

Signature:

Date: