



Christian Books Melanesia Inc.

Do you like the thought of changing the life of one person? Imagine you can impact a nation!

Do you have leadership or management skills and experience? You love to see God taking hold of people through His word?

Organizational Context:

At **Christian Books Melanesia Inc** PNG, we are humbled to be part of God's story and purpose. We are driven by our love for scripture and our love for Christ. Through our daily walk and talk we share the love of God. We work and serve in the coastal town of Wewak in Papua New Guinea.

- Christian Books Melanesia Inc. (www.cbmpng.org) is publishing and distributing Christian books, Bibles, ICT items and school supplies in Papua New Guinea.
- We do mission in a busy multi-site operation of retail shops and properties with about 60 co-workers and trainees.
- After 55 years CBM PNG is a well-established brand in PNG and our services are impacting the nation through Literacy, Literature and Training.

We have a vacancy for a *Mission Focused* **General Manager**.

The overall purpose:

This hands-on General Manager position is pivotal to the successful implementation of policies and systems.

The person requirements:

- We empower our national co-workers with clear roles and accountability.
- You will be comfortable to manage the Cash Flow and directing the management team daily.
- Risk and contract management are not foreign to you.
- Difficulties are opportunities for you, and you know the peace of God at the cutting edge of leadership.
- A strong Christian commitment and mission focus are essential to balance the priorities of a business operation with the spiritual objectives of seeing God's word take roots in individuals.

Head Office & Publications

Barigu Rd., Wewak, E.S.P.

Mailing Address:

PO Box 488, Wewak, E.S.P.

Papua New Guinea

Phone: (675) 456 2300

Fax: (675) 456 1998

Email: info@cbmpng.org

Web: www.cbmpng.org

Visit us in: Lae, Madang, Mt Hagen, Port Moresby, Popondetta, Vanimo and Wewak



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Knowledge and Skills Requirements

- Strong Christian commitment and mission/ministry focus
- Letter of recommendation from home church (essential).
- Stable personality, adaptable and able to work under stress.
- Experience with senior responsibility in a revenue earning/stock management/multi-branch entity.
- Varied and successful business experience with responsibility in similar role; a similar Christian organization is an added advantage.
- Knowledge of publishing Christian books, printing, book-selling, distribution and retailing.
- Tertiary education - Bachelor's degree or Higher Diploma in Management, Administration, Business Administration, Economics or Finance or equivalent.
- Ability to learn and communicate in Tok Pisin.
- Computer literate.
- A strong/sound financial background.
- Ability to train, encourage, mentor, and empower others.
- Ability to work with and under PNG National people as required.

Main Responsibilities:

- To report to and implement the policies and decisions of the Board of Directors.
- To have an oversight of all the functions of the association, maintaining a strong business presence and mission focus (Literacy – Literature – Training).
- To ensure the association and all aspects of same is run in a strong Christian business manner.
- To maintain the spiritual perspective and emphasis of the association.
- To assist in the development of the Board of Directors and members of the association.
- To be responsible to the Board of Directors for all aspects of the association including financial.
- To plan all matters affecting the ministry of the association and to advise the Board of Directors of the same.
- To supervise all staff and contractors within the association, locally and internationally.
- To have oversight of the training officers to insure successful implementation of the training program (Cambridge International College, Emmaus Correspondence Courses)
- To oversee training that will equip National workers to fill ALL positions in the Association (internal capacity building through traineeships, etc.).

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Working Conditions:

- CBM is providing housing and travel expenses.
- A basic living allowance is on offer to top up the support for candidates from sending churches. It is essential that candidates are commissioned by a home church or mission agency.
- Should be ready and willing to travel to other centres/provinces to encourage the teams.

To apply, provide a current CV with 3 referees from your previous employment, Cover Letter (not exceeding 1 page) and letter of recommendation from your home church.

Please contact Carol (gm@cbmpng.org) for a more information on this opportunity.

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