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***Christian Leaders’ Training College of Papua New Guinea, Inc.***



### *“Serving the Churches of the South Pacific Islands”*

**.National Principal**

**Rev. Dr. William K. Longgar**

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**JOB DESCRIPTION**

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| **Position:** | **Business Manager** | **Reporting to:** | Principal |
| **Location:** | Banz campus | **Contract duration:** | 2 years renewable |
| **Hours:** | Full-time (40 hours per week) | **Salary Level:** | To be negotiated depending on experience and qualifications |
| **Division** | Support & Services (S&S) | **Responsible for:** | Farm Manager  Sales Manager  Store Manager |
| **Date modified** | 19 June 2018 | **Work closely with:** | Finance Manager  Technical Services Manager  Urban campus deans |

1. **PURPOSE**

Develop the income base of the College through the farm and other College enterprises so as to support the mission of CLTC to train Christian leaders, pastors and missionaries.

1. **MAIN COMPONENTS**
2. Provide strategic direction to business activities
3. Oversight of College farm and business activities
4. Oversight of College store
5. Oversight of the rental arrangements of the urban campuses
6. Manage the agreement with Mainland Holdings
7. **DETAILED TASKS**
8. PROVIDE STRATEGIC DIRECTION FOR BUSINESS ACTIVITIES
   1. To lead the development of a strategy that will see business activities fund the College’s training program into the future.
   2. Develop an understanding of the agricultural activities that currently generate income for CLTC.
   3. Review current market conditions and anticipate future trends that could support a sustainable income for the College’s training programs.
9. OVERSIGHT OF COLLEGE FARM AND BUSINESS ACTIVITIES
   1. Provide the necessary assistance to the Farm Manager for his workforce
   2. Provision of adequate farming machinery
   3. Work with the Farm Manager in the marketing and sales of farm produce.
10. OVERSIGHT OF COLLEGE STORES
    1. Oversee the purchasing and pricing of goods
    2. Ensure that the stores are managed efficiently and meet the demands of the community.
11. OVERSIGHT OF PROPERTY RENTALS AT URBAN CAMPUSES
    1. Consult regularly with the deans of the urban campuses about rental arrangements.
    2. Assess market rates and lease arrangements.
    3. Instruct the urban deans about tenanting of vacant properties.
12. MANAGE RELATIONSHIP WITH MAINLAND HOLDINGS
    1. Consult regularly with Mainland Holdings executive and operational managers.
    2. Monitor the fulfilment of the contract with Mainland Holdings
    3. Explore ways to provide services to Mainland Holdings to increase financial return.
13. **QUALIFICATIONS, EXPERIENCE AND VALUES**
14. Degree holder, preferably in business management
15. Experience in developing and managing profitable businesses
16. Financial and business sense.
17. Willing to learn and innovate
18. Excellent spoken, written and listening abilities in both Tok Pisin and English
19. Passionate about the mission of CLTC and desire to serve God through this position.
20. **INDICATORS OF HIGH PERFORMANCE**
    1. Profitability of College business activities so as to provide revenue to maintain the training ministry of the College.
    2. Diversification of income for the College.