



# **DIOCESE OF DARU-KIUNGA**

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Papua New Guinea

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## ***DIOCESE OF DARU-KIUNGA***

### **JOB DESCRIPTION**

For

**A Volunteer**

Employed as a

### **Business Advisor for Reyenai Plantation**

*Reports to:*    The Bishop, Diocese of Daru-Kiunga/Financial Administrator

*Location:*    Headquarters of the **Diocese** of Daru-Kiunga, North Fly District of the Western Province.

#### **Job Duties and Responsibilities**

- Develop goals and objectives for the plantation that will tend to growth and profitability.
- Organize and coordinate operations in ways that ensure maximum productivity.
- Design and implement business plans and strategies to promote the attainment of goals and objectives.
- Locate potential business deals by contacting potential partners; discovering and exploring opportunities and analyzing market strategies.
- Supervise the work of employees; and provide feedback and counsel to improve efficiency and effectiveness.
- Maintain relationships with partners/vendors/suppliers.
- Ensure that there are adequate resources to complete the plantation's activities.
- Gather, analyze and interpret external and internal data, and write reports.
- Assess overall business performance against objectives.

- **Ensure adherence to legal rules and guidelines for PNG business.**
- **Undertake duties of a similar nature plus other routine work as directed by the Bishop and/or Financial Administrator.**

**NOTE: We are trying to become more self-reliant financially and I am sure that John will be able to assist us and give us advise about other projects or efforts at self-reliance. If John wants to know a bit about Eaglewood he can go to the internet and check CULTIVATED AGARWOOD. Reyenai plantation was started in view of getting local income for the diocese. We have planted a bit over 6,000 eaglewood tress there. The trees are growing but need a lot of attention. John could email me if he want s more information.**

**It took a bit of time to get this to you because I am training our Human Resource Manager and I asked him to do this.**

**Bishop Gilles**