



The Mining & Petroleum Savings and Loan Society Limited providing financial services to PNG national employees within Mining & Petroleum sector in Papua New Guinea. The Society now invites applications from qualified people to fill the **Savings & Loan Supervisor** position based in Tabubil township.

Responsibilities

Reporting to the Manager, this position is responsible for the following:

- Roll out targeted member awareness across all Ok Tedi Mining Limited (OTML) sites contractor employees. Also ensure that members clearly understand society policies, loan procedures, and savings benefits.
- Daily management of society's resources, ensuring that staff are properly trained and handle member queries, and application processing.
- Report any operations deficiencies with the society Management as and when necessary.
- Provide oversight the upkeep of society assets whilst onsite.
- Streamline local operations to minimize turnaround times for service delivery to society members onsite.
- Serve as the primary liaison person with the OTML payroll department and its contractors' payrolls to establish and secure a smooth, automated mechanism for fortnightly payroll deductions.
- Implement a robust validation process to ensure deductions accurately reflect members' savings contributions and loan repayments, significantly reducing errors and miss reporting on members accounts.
- Develop and submit bi-monthly operational reports directly to Management.

The Successful applicant should possess the following:

Degree qualifications in Business or Marketing.

At least five years' experience within Savings & Loan Industry or Financial Institution would be an advantage.

- Good management and organisational skills.
- Excellent Customer Service focus.
- Excellent inter-personal skills and good leadership qualities.
- Excellent MS Office knowledge as well as social media advertising skills.
- Fair knowledge of Savings and Loan and Insurance procedures and practices.
- Able to work under pressure and meet deadlines.
- Must be a team player.

Interested persons with relevant qualifications and experience should submit their written applications to:

Manager
Mining & Petroleum Savings and Loan Society Ltd
PO Box 365, Gordons,
National Capital District.
Or email to: recruitment@mpsl.com.pg

In the event you do not hear from the Society within a period of 21 days after the closing date of applications, your application shall be deemed to be unsuccessful. The CV's of unsuccessful candidates will not be returned.

Applications closed at 5.00pm on Friday 27th October 2026.