

CORPORATE SERVICES

Pictures of Corporate Services Division staffs hard at work at the Mining Haus.



Janitor at work keeping the building clean.



Gardener preparing soil for flower planting.



Guards at the main entrance.



Ground Facilitator on the move.



Welcome to Mineral Resources Authority



EM Personal Assistant (L) and Payroll Officer (R)



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CORPORATE SERVICES DIVISION

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CORPORATE SERVICES DIVISION



Minerals for Life

CORPORATE SERVICES

The establishment of Corporate Services Division is to provide ongoing human resource, financial, and information technology services and support to MRA and its Board.

The division is made up of five (5) branches with all Managers all reporting to the Executive Manager.

Managers of different branches making up Corporate Services Division.



Steven Maken
Executive Manager



Kaisara Masere
Human Resources Manager



Iguar Robert
Finance Manager



Raphael Nagual
Assets & Sales Manager



Rogana Ranu
IT Manager

CORPORATE SERVICES

INFORMATION TECHNOLOGY BRANCH

The establishment of the IT Branch is to provide support to all internal and external users of MRA network. The objective is to;

- ⇒ Resources the IT Branch to fully meet MRA requirements.
- ⇒ Establish IT standards, procedures and policies for IT Infrastructure and support.
- ⇒ Maintenance of IT Assets.
- ⇒ Supporting of all networking infrastructure and services, including planning and implementation of the network infrastructure, extensions, enhancements (both hardware and software)
- ⇒ Providing support for email/ internet/ website and network administration such as server management and security.
- ⇒ Source and implement information systems with IT Infrastructure.
- ⇒ Develop and implement the communication network within MRA and key external offices (data).
- ⇒ Provide user training and knowledge transfer in conjunction with the Training Section.

HUMAN RESOURCES BRANCH

The establishment of the Human Resources Branch is to maintain the highest caliber of staff as possible. The objective is to;

- ⇒ Identify and recruit candidates to fill all current vacancies.
- ⇒ Repatriate Expatriate Staff to PNG
- ⇒ Implement Staff Development and Training.
- ⇒ Develop and implement staff performance and appraisal system.
- ⇒ Implement Management Development Program.
- ⇒ Encourage efficient work process/ system and regular review both internally and externally; and
- ⇒ Ensure continuity of education and training plans for staffs; and
- ⇒ Seek affiliation with relevant technical institution with PNG and around the world.
- ⇒ HR Administration.

CORPORATE SERVICES

FINANCE AND ACCOUNTS BRANCH

The establishment of Finance and Accounting Branch is to ensure that adequate resources for the long term operations of MRA into the future through the regular budgetary process. The objective is to;

- ⇒ Prudently manage the cash resources derived from Mining Levy and other revenue streams per the relevant legislations under MRA.
- ⇒ Ensure that the MRA is properly expending and accounting for the funds received and are applied according to set budgets.
- ⇒ Facilitate the engagement of External Auditors.
- ⇒ Establish a price policy which is consistent through out the authority.
- ⇒ Pursue donor funding
- ⇒ To ensure to ensure there is cost effective management of all operation expenses by securing them at competitive prices

ASSETS AND SALES BRANCH

The establishment of Assets and Sales Branch is maintain all MRA assets. The objective is to;

- ⇒ Ensure all assets, land, buildings, vehicles, telephone/ faxes machinery are operational at optimum level.
- ⇒ Provide sound, clean, healthy and conducive working environment.
- ⇒ Maintain require level of logistics and other consumable items for office cleaning.
- ⇒ Maintain safe and secure working environment.
- ⇒ Maintain constant supply of office stationery
- ⇒ Manage postage, printing and advertisement.
- ⇒ Ensure smooth flow/ functioning of Public utilities and Machinery.
- ⇒ Identify and facilitate technical work.