



SMALL AND MEDIUM ENTERPRISES CORPORATION



EXTERNAL ADVERTISEMENT 1/2026

The Small and Medium Enterprises Corporation (SMEC) is a Commercial Statutory Organisation under the Ministry of Commerce and Industry. SMEC is mandated by Parliament through the SME Corporation Act 2014 to promote and develop the SME sector in Papua New Guinea and is the lead implementing agency of the National SME Policy 2016 and SME Master Plan 2016-2030.

Professional Papua New Guineans with relevant experiences, qualifications, knowledge and skills are invited to apply for the following vacancies:

NO.	Position Title	Position Number	Annual Gross Salary including other Allowances	Division	Employment Type
01	Director Corporate Affairs	SMECCA 012	K182,517.50 (24 hrs Vehicle provided)	Corporate Affairs	Contract Position
02	Corporate Accountant	SMECCA 015	K126,676.25	Corporate Affairs	Contract Position
03	Internal Auditor	SMECMD 010	K167,626.25	Executive	Contract Position
04	Legal Officer / Board Secretary	SMECMD 009	K167,626.25	Executive	Contract Position
05	Coordinator Stakeholder Relations & External Affairs	SMECMD 004	K126,676.25	Executive	Contract Position
06	Coordinator SME Projects	SMECGD 055	K126,676.25	SME Growth & Development	Contract Position
07	Coordinator Reserve Business & Local Content	SMECGD 041	K126,676.25	SME Growth & Development	Contract Position
08	Manager Capacity Building	SMECBA 064	K167,926.25	Business Advisory & Capacity Building	Contract Position
09	Coordinator SME Business Training	SMECBA 065	K126,676.25	Business Advisory & Capacity Building	Contract Position

Main Selection Criteria

- Candidates must possess Degree or Masters qualifications from reputable universities.
- Possess minimum of 5 years of professional work experience in a similar field.
- Must have relevant knowledge about SME Sector Development.
- Possess good communication skills in both verbal and written.
- Must have sound understanding of Government laws and regulations.

Job Description and details for the above positions can be obtained by contacting the Human Resource Unit on Phone: 3235816/ 3250121 or through email; **F Serafo@smecorp.gov.pg.** or download from the website <https://smecorp.gov.pg>

Applications must include a cover letter, curriculum vitae, relevant certificates, three recent references and details of three referees and address to;

The Managing Director
Small and Medium Enterprises Corporation
P O Box 286
WAIGANI
National Capital District

Application can be hand delivered or emailed, must be received before 4.00 pm on Monday 2nd November 2026. All positions are based at the SMEC Head office, Gordons, National Capital District.
Please note that only shortlisted applicants will be contacted for interview.

Authorized by:

The Managing Director