



National Gazette

PUBLISHED BY AUTHORITY

(Registered at the General Post Office, Port Moresby, for transmission by post as a Qualified Publication)

No. PS. G7] PORT MORESBY, TUESDAY, 25th FEBRUARY [2020

NOTIFICATION OF A VACANCY UNDER THE *PUBLIC SERVICE (MANAGEMENT) ACT 1995 AND REGULATION 5 OF 2003*

**SECRETARY — DEPARTMENT OF COMMUNICATION AND INFORMATION
EXECUTIVE LEVEL 4**

The Secretary of Department of Communication & Information is responsible to administer the operations of the organisation and ensuring that the Minister for Communications and Information and the government is provided with professional and technical advice on matters relation to public awareness, information's and communication technology.

The Government and the National Public Service are equal opportunity employers and encourages both men and women to apply.

Address for Applications to:

The Secretary,
Department of Personnel Management,
P.O. Box 519,
WAIGANI,
National Capital District.

Attention: Acting Executive Manager - Executive Search & Appointments.

Closing date: Friday, 6th March, 2020 at 4.06pm

Two signed copies of Applications are required. Applications sent by email before the closing date must be followed up immediately with a full written application.

All information provided will be treated in confidence and will not be divulged to any person for any reason other than for the purposes of this application.

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—

Government Gazette Number:	Position Number:	CIEX. 001
Date of Gazette:	Position Title:	Secretary – Executive Level 4

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continued**

Personal Particulars:—

Surname:

Other Names:

Contact address, telephone number and email address:

(1) Employment History:—

Current Employer:

Location:

Current Position:

Position Reporting to:

Remuneration in Current Position:

Employment History for at least 12 years containing a brief description of each level of accountability (supported by relevant certificates of employment or employer references where available).

(2) Qualifications for this Job:—

- Academic Qualifications obtained from Tertiary Institutions (supported by copies of Degrees, etc).
- Vocational and Management Qualifications relevant to this job (supported by copies of certificates).
- Training Courses relevant to this job (stating institutions, length of course and year completed).

(3) Claims to the Job:—

State your claims for the job and why you should be selected for the advertised position.

(4) Referees:—

Name of three persons in the past and current employment must be provided as well as three current references attached to the application.

Job Outline:

Purpose: To administer the operations of the Department of Communications and Information, ensuring that the Minister for Communications and Information and the government is provided with Professional and technical advice on matters relating 'Public Awareness, Information and Communication Technology.

Accountabilities:

The Secretaries accountabilities are outlined;

- (a) Develop work plan for the Department of Communications and Information.
- (b) Prepare annual budget estimates.
- (c) Ensure staff perform duties professionally.
- (d) Ensure technical advice on matters relating to information and communication, technology, public awareness and policy issues provided to the government through the Minister for Communications and Information.
- (e) Coordinate technical advice for the Minister for Communications and Information from communications agencies within the communications and information ministry.

Major Duties:—

- (1) Liaise and facilitate working relations with Chief Executives of the Communication Agencies within the Ministry of Communications and Information.
- (2) Liaise with other departmental heads in all matters relating to communication and information policies implementation, e-government project(s) and government information dissemination services.
- (3) Monitor and Evaluate communication policy implementation by relevant stakeholder's agencies to ensure compliance with relevant government policies and Acts.

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- (4) Evaluate communication project proposals to ensure compliance with relevant policies and Acts.
- (5) Establish and maintain dialogue with the communication and media industry.
- (6) Establishment and maintain dialogue with services providers to ensure effective and efficient delivery of communication services.

Selection Criteria:

Recommendations will be based on the relative merits of applicants assessed against the following criteria. Applicants should ensure that they address these criteria in their applications.

Minimum Person Specification in accord with *Regulatory Statutory Authority Act 2004*

The minimum person specification ensures that the selected applicant is fit and qualified to serve as an officer of the National Public Service.

Skills and Knowledge:

Possess proven skills; experience and competencies gained covering the following areas.

- (i) Man Management, with minimum of three years at a level not lower than the Deputy Secretary, Deputy Director General or Deputy Managing Director or deemed equivalent level in a private sector organization; and
- (ii) Strong Knowledge of investigatory, analytical and leadership responsibilities.
- (iii) Policy formulation and development, strategic/corporate planning and project management; and
- (iv) Financial budgeting and manpower planning; and
- (v) Negotiating and public relations skills, with an ability to make convincing public presentations of technical information; and
- (vi) General knowledge of the Government political structures and administration systems, the Constitution, the Organic Law on the Provincial and Local Level Government and knowledge of the *Public Finances (Management) Act* and the *Public Service (Management) Act 1995*, Public Services General Orders and fully conversant with the Control and Audit Act and Financial regulations and processes and procedures, and knowledgeable in public policy analyzations, formulations and implementation and information & communication industry in Papua New Guinea.

Qualifications:

Possess an appropriate University Degree in Communication Engineering, Journalism and preferably Masters Degree in Business Administration or a relevant qualification acceptable to Public Service.

Good Character:

- (i) Of good character and repute, with no previous criminal record, and as witnessed by suitable references from at least three persons of standing in the community.
- (ii) Free of criminal charges or outstanding court cases of a nature likely to seriously injure the professional standing and reputation of the officer, as verified by the Police Commissioner.
- (iii) Free of outstanding investigations or disciplinary proceedings under any law.
- (iv) Not disbarred by virtue of any constitutional or statutory restriction that may apply, for example, disqualified under the Leadership Code, or disqualified as a serving member of the Defence Force under the *Defence Act*.

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High Ethics:

Possess a resilient nature able to maintain a firm position on principle and policy and to uphold the Public Service Code of Business Ethics and Conduct.

Age and Health:

- (i) Satisfy basic health and fitness requirements for occupancy of a departmental head position as certified by a registered medical officer.
- (ii) Not less than 35 years of age and not more than 60 years of age.

Special Notes:

Applicants are to obtain police clearances and medical certificates before the closing date and submit all relevant documents with the full completed application.

Authorized by:

T. SANSAN (MS),
Secretary,
Department of Personnel Management.