



DEPARTMENT OF PERSONNEL MANAGEMENT

POSITION VACANCIES

The Department of Personnel Management is a Central Agency established under an Act of Parliament and provides governance and support in Human Resources Management to the Public Service throughout the nation. In enhancing its statutory responsibilities, the Department is now embarking on recruiting suitably qualified person for the following vacancies in the open market.

Position NO	Designation	Classification
	OFFICE OF THE SECRETARY	
DPM 01-25	Senior Internal Auditor	PS15
	LEGISLATIVE & ADMIN REFORMS	
DPM 02-6	Legislative Reform Officer	PS12
DPM 02-9	Public Sector Reforms Officer	PS12
	PUBLIC SERVICE INSTITUTIONAL HOUSING	
DPM 03-5	District Housing Officer	PS 12
	INDUSTRIAL & EMPLOYMENT CONDITION (I&EC)	
DPM 04-4	Senior Industrial Relations Officer	PS14
DPM 04-13	Research Officer (Govt. Pay Policy)	PS12
DPM 04-23	Research Officer (SCMC)	PS12
DPM 04-26	Manager - Public Service Insurance	PS16
	STRATEGIC POLICY DEVELOPMENT DIVISION	
DPM 05-6	HR Policy Research & Development Officer	PS12
DPM 05-15	Policy Review & Coordination Officer	PS12
	EXECUTIVE SEARCH & APPOINTMENT DIVISION	
DPM 06-6	Executive Search & Appointment Officer	PS12
	EXECUTIVE PERFORMANCE MANAGEMENT DIVISION	
DPM 06-15	Performance Management Officer	PS12
	INVESTIGATIONS DIVISION	
DPM 06-17	Director - Investigations	PS18
	GENDER EQUALITY & SOCIAL INCLUSION (WOG)	
DPM 07-10	Assistant Male Advocacy Network & WIL Officer	PS10
DPM 07-14	Assistant Statistics & Analysis Officer	PS10
	MANAGEMENT INFORMATION SYSTEMS & SUPPORT	
DPM 08-16	HR Payroll Officer (Southern/Infra/Law & Justice Sector)	PS10
DPM 08-20	HRMIS Trainer	PS12

	NEW GUINEA ISLANDS REGIONAL OFFICE	
DPM 09-11	HR Client Advisor	PS13
	MOMASE REGIONAL OFFICE	
DPM 09-28	HR Client Service Advisor	PS13
	HIGHLANDS REGIONAL OFFICE	
DPM 09-45	HR Client Service Advisor	PS13
DPM 09-49	Staffing & Establishment Officer	PS13
	SOUTHERN REGION REGIONAL OFFICE	
DPM 09-62	HR Client Service Advisor	PS13
DPM 09-64	Contracts Administration & Employment (Citizen & Non-Citizen) Advisor	PS13
	NATIONAL AGENCIES DIRECTORATE	
DPM 09-81	Contracts Administration & Employment (Citizen & Non-Citizen) Advisor	PS13
	CAPACITY BUILDING & DEVELOPMENT DIVISION	
DPM 10-23	Capacity Building Officer	PS12
	STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION	
DPM 11-13	Salaries & Edits Officer	PS12
DPM 11-16	Senior GESI Officer (Internal DPM GESI)	PS14

Interested applicants who wish to express their interest for these vacancies are advised to carefully note the following advertisement criteria:

- (1) Your cover letter should include the Position Number and Designation/Class and state why you should be considered for the position and duly signed off.
- (2) Application Form 3.2 must be completed for each position and duly signed off. Copy can be obtained on the website by clicking on this link: <http://www.dpm.gov.pg/job-openings/>
- (3) Job Descriptions are available for download using this link: <http://www.dpm.gov.pg/job-openings/>
- (4) All copies of certificates and references must be certified as true copies of original.
- (5) Emailed applications are accepted and can be sent via: recruitment_hr@dpm.gov.pg
- (6) Application Closing Date – **COB Friday 06th November, 2020.**
- (7) Application should be address to:

The Manager
Human Resource Administration Branch
Department of Personnel Management
P.O.BOX 519
WAIGANI
National Capital District

Authorized by:
Department of Personnel Management

MS. TAIES SANSAN
Secretary

