



**DEPARTMENT OF PERSONNEL MANAGEMENT**  
***Office of the Secretary***

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**CIRCULAR INSTRUCTION NO: 33 of 2021**

**DATE:** 12 NOVEMBER 2021

**FILE:** 1 – 4 – 12 (A)

**TO:** ALL NATIONAL DEPARTMENTAL HEADS  
ALL PROVINCIAL ADMINISTRATORS  
ALL HEADS OF OTHER PUBLIC FUNDED AUTHORITIES  
ALL PUBLIC SERVANTS

**SUBJECT: OVERSEAS TRAINING BID ANNOUNCEMENT FOR 2023 AUSTRALIAN GOVERNMENT FUNDED SCHOLARSHIPS AND INFORMATION ON THE UNITED KINGDOM COMMONWEALTH AND CHEVENING SCHOLARSHIPS**

This Circular Instruction **applies only** to Agencies with current Learning and Development (L&D) Plans. Attachment No.2 contains the list of organisations that are eligible to apply and submit bid applications for 2023 Scholarships.

Bear in mind that the allocation of placing on offer for Australia awards have been limited due to challenges brought about by the Covid-19 situation which has resulted in re-prioritised plans and activities of donor countries.

**Agencies without or have expired L&D Plans are advised to write to this Department for assistance to conduct Capacity Needs Analysis (CNA).** This is a critical process designed to assist organisations to ensure that training is directly relevant to the organisational goals and objectives towards achieving Corporate Plans. CNA will assist resolve staff capacity and skills and enable organisations to prioritize training within available budgets as well as identification of other capability development solutions.

All Training Bids will be analysed and considered in line with General Order 6 requirements and against Agency Learning & Development Plans.

In submitting Training Bids, HR Managers are advised to strictly comply with the requirements outlined in this Circular Instruction, failure in so doing will lessen the chances of applicants securing a scholarship.

### Important Instructions on Eligibility

All staff training bids **must** be thoroughly screened by **Agency Training Committees** and subsequently endorsed by the **Agency Head, or a delegated Deputy or nominee** evidenced by a formal accompanying letter to DPM.

All Training bids must be supported by the Agency's Learning & Development Plan and Key Result Areas.

Training Bids must align with the development priorities of the Government of PNG which are Health, Education, Governance, Law & Justice, Transport & Infrastructure and Agriculture.

Applicants must be permanent public servants meaning that they must have served two years after the date of permanency.

Applicants must have completed a minimum of two years in their chosen field of study and the program applied for must be progressive (*eg; Nursing Officer with a Bachelor's Degree in Nursing applying for a Masters in Nursing/Public Health*).

Public Servants who apply through the open category for Australia and United Kingdom Scholarships will be automatically eliminated in the first instance.

All teachers must apply through the Department of Education for endorsement. Bids endorsed by Provincial Administrators and PEBs will not be accepted.

For scholarship details, refer to Attachment 1. Attachment 4 is a checklist of items which must be ticked off before bids can be submitted to DPM.

### Mandatory Requirement

It has now become mandatory, consistent with General Order 6.36 to 6.37, that your **Training Evaluation** must be completed on **Form SDT6.1** and should reach the Office of the Secretary, Department of Personnel Management no later than **31<sup>st</sup> March 2022**. This information is vital for the purposes of informing the National Executive Council (NEC) and the National Parliament on the annual public service training numbers.

Connecting to the above, what is also immediately required by this Department now is a record of all your Short and Long Term past and current training undertaken by your staff since 2016. Attachment 3 contains the template you will use for this purpose.

Once you have completed the staff training record, you will find that the information already forms the basis of your Annual Training Evaluation Report which is due annually in March.

## Contact Details

For assistance on this Circular Instruction, please contact the Public Sector Capacity Building and Development Division team on telephone numbers **3276358**, **3276382** and **3276407** respectively.

I look forward to receiving your Overseas Training Aid Bids before all closing dates for Australia, New Zealand and UK scholarships. All bids must be sent to the Office of Secretary, Department of Personnel Management, attention Ms Agnes Tamate, Executive Manager, Capacity Building and Development Division on the address provided.

Late training bids will not be accepted unless prior approval has been granted by Secretary, DPM.

Yours sincerely,

  
**TAIES SANSAN (MS)**  
Secretary



- Attachments...**
1. Scholarship requirements
  2. Eligible Agency List
  - 3a. Staff Training Record
  - 3b. Specimen Signature Form
  4. Checklist

## Attachment 1

### SCHOLARSHIP REQUIREMENTS

#### 1. AUSTRALIA AWARDS SCHOLARSHIPS

Application date: Opens on February 1 and closes on April 30, 2022.

**Eligibility criteria:** Visit the website to check if applicant is eligible to apply.

**Supporting documents:** Applicants must have a valid birth certificate, current NID or passport. All academic certificates certified from 2019 to date, academic referee and employee referee report is optional. Missing documents will indicate that the application is deemed non-compliant.

**How to apply:** Applicants must apply for this scholarship online whilst the Public Service Bid application is sent to DPM.

**Further information:** Visit the Australia Awards website:

[www.australiaawardspng.org](http://www.australiaawardspng.org) or contact the team on [scholarships@australiaawardspng.org](mailto:scholarships@australiaawardspng.org)

Only a limited and highly competitive number of PhD and Bachelor level scholarships will be available for the 2023 Australia Awards Scholarships. Therefore, priority is still awarded to Research and Higher Learning Institutions for PhDs and Persons Living with Disability for Bachelor's Degree programs.

Applicants must fill out two applications concurrently, one is the Online Australia Awards Scholarship application which can be downloaded from the link provided above and two is the Public Service bid application which should reach DPM 2-3 weeks before 30 April.

#### 2. MANAAKI NEW ZEALAND SCHOLARSHIPS

Despite the challenges faced due to the Covid-19 pandemic, New Zealand remains committed to delivering scholarships and learning opportunities for Papua New Guineans that work towards achieving the shared goal of a stable, prosperous and resilient Pacific Region.

Whilst Long Term scholarships have been further deferred, opportunities are available for Papua New Guineans to apply for selected online short courses under the New Zealand Short Term Training Scholarships Programme. Applications for the next round are being prepared and announcements will be made through the High Commission's Facebook page (@nzhcpng).

Before applying online, interested public servants must apply through the public service bid process through your training section and endorsed by your agency head. Bid applications must then be sent to Department of Personnel Management for screening before applicants are asked to apply online.

### 3. UK COMMONWEALTH SCHOLARSHIPS

Due to late announcements made for the UK Commonwealth Scholarship Commission (CSC), it has now become advisable going forward for interested applicants to visit the website early around September, October of 2022 to prepare well for the 2023/24 application process which would most likely close in early November 2022.

**Eligibility Criteria:** Full scholarship details and candidate eligibility requirements should be provided in the 2022/2023 Terms and Conditions which will be made available on this website next year:  
<https://cscuk.fcdo.gov.uk/scholarships/commonwealth-masters-scholarships/>

**How to apply:** Candidate fills bid form, Agency head endorses the bid form through internal training committee, the bid form is submitted to DPM as the nominating agency. DPM endorses successful candidate(s) and will formally invite the candidate(s) to apply online through the Agency Head. Online application must reach CSC before their closing date.

UK Commonwealth Scholarship applicants will **ONLY** apply **ONLINE** after the nominating agency (DPM) has endorsed the nominee(s) recommended by the respective agency heads.

AGENCIES WITH CURRENT LEARNING & DEVELOPMENT (L&D) PLANS		
<b>National Departments</b>		
1	Department of Finance	
2	Department for Religion and Community Development	2020 - 2025
3	Department of Education	2020 - 2022
4	Department of Works	2019 - 2023
5	Department of Personnel Management (DPM)	2018 - 2021
6	Department of Higher Education, Research, Science & Technology (DHERST)	2019 - 2022
7	Department of Health	2020 - 2023
8	Department of Provincial & Local Level Government Affairs (DPLLGA)	2020 - 2024
9	Department of Treasury	2018 - 2022
10	Department of PMNEC	2018 - 2021
11	Department of Defence	2019 - 2022
		2020 - 2021
<b>Regulatory Statutory Authorities</b>		
12	Correctional Institute Services (CIS)	
13	Office of Climate Change & Development Authority (OCCDA)	2019 - 2022
14	Internal Revenue Commission (IRC)	2018 - 2022
15	Mineral Resources Authority (MRA)	2018 - 2022
16	PNG Immigration & Citizenship Services Authority (ICA)	2020 - 2021
17	Office of Censorship	2018 - 2022
18	PNG Electoral Commission	2017 - 2021
19	National Judicial Staff Services (NJSS)	2018 - 2022
20	National Youth Development Authority (NYDA)	2018 - 2022
21	National Aids Council Secretariat (NACS)	2018 - 2022
22	Conservation and Environment Protection Authority (CEPA)	2018 - 2022
23	Office of the Public Prosecutor (OPP)	2017 - 2021
24	National Fisheries Authority (NFA)	2018 - 2022
25	PMNEC (Nat. Coord. Office for Bougainville Affairs)	2020 - 2021
26	National Disaster Centre (DPLGA)	2018 - 2022
27	PNG Customs	2021 - 2023
28	National Maritime Safety Authority (NMSA)	2020 - 2023
29	National Culture Commission	2019 - 2022
30	Small Medium Enterprises Corporation (SMEC)	2022-2024
		2022-2024
<b>Higher Education Institutions</b>		
31	University of Technology (Unitech)	
32	PNG University of Natural Resources & Environment (UNRE)	2020 - 2024
33	Vudal University	2019 - 2023
		2019 - 2022
<b>General Hospitals &amp; Provincial Health Authorities</b>		
34	Western Highlands Provincial Health Authority	
35	Morobe Provincial Health Authority	2018 - 2023
36	SJNM General Hospital Kundiawa	2020 - 2021
		2018 - 2022
<b>Provincial Administrations</b>		
37	Western Provincial Administration	
38	Western Highlands Provincial Administration	2018 - 2022
39	Simbu Provincial Administration	2018 - 2022
40	Enga Provincial Administration	2018 - 2023
41	West Sepik Provincial Administration (Sandaun)	2018 - 2022
42	Autonomous Bougainville Government (ABG)	2018 - 2022
		2017 - 2022

Agencies not enlisted should write to Department of Personnel Management for assistance

**Attachment 3(a)**

**Attachment 3(a)**

[illegible]

**Note:** Provide all In-country and Overseas Training Records from 2015 to current following the examples provided above. If you have records prior to 2016, it will be value added for your organisation.

SPECIMEN SIGNATURE

NAME OF DEPARTMENT/AGENCY: .....

Secretary/Administrator/CEO

Name: .....

Signature: .....

Deputy Secretary/Deputy

Name: .....

Administrator/Deputy Director

Signature: .....

Manager - Human Resource

Name: .....

Signature: .....

Chairman - Training Committee

Name: .....

Signature: .....

CHECKLIST**1. HRM to prepare the following documents**

- Agency Head signed cover letter; or
- Cover letter signed by a Deputy or delegated nominee
- Authorization letter to DPM from Agency Head for the Deputy or delegated nominee to be the endorsee of bid forms
- Specimen Signature Form (stamped/signed). Original only.
- Copy of Permanency letter
- Training Evaluation Form (Form SDT6.1)  
(completed and submitted by 31<sup>st</sup> March 2022)
- Record of Staff Training (refer to Attachment 2 to access the template). **This information is required immediately.**

☐☐☐☐☐☐☐Tick only  
one boxApplies only if  
2<sup>nd</sup> box is  
ticked**2. Relevant documentation provided by Applicant**

- Public Service Bid Application (2023)  
(Endorsed by Agency Head or delegated nominee)
- Certificates & Transcripts; certified 2020 to current
- Updated CV
- Valid ID (NID/Birth Certificate)
- AAPNG Re-Integration Plan (copy)
- AAPNG Academic & Professional Referee Report (copy)

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DEPARTMENT OF PERSONNEL MANAGEMENT

**DONOR FUNDED TRAINING AID BID FORM FOR  
PUBLIC SECTOR- 2023**

**TRAINING PROGRAMME REQUESTED FOR INDIVIDUAL OFFICERS**

*Academic programmes, short/long courses and work attachments  
In Papua New Guinea and Overseas*

Proposed study topic

<input type="text"/>	<input type="text"/>
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**FAMILY NAME**

**OTHER NAME**

Please print

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**Office use only**

**Award category**

**Sector category**

**Prelim. Rank**

## DEPARTMENT OF PERSONNEL MANAGEMENT

### DONOR FUNDED TRAINING AID BID FORM FOR PUBLIC SECTOR - 2023

#### TRAINING PROGRAMME REQUESTED FOR INDIVIDUAL OFFICERS

NOTE – **ALL** QUESTIONS **MUST** BE COMPLETED FULLY FOR SUCCESSFUL NOMINATION

*Academic, short/long programmes or work attachments in Papua New Guinea and Overseas.*

**1. ORGANISATION MAKING REQUEST:**

POSTAL ADDRESS:

**2. ORGANISATION SECTOR:**

**3. COURSE TITLE:**

**4. AID DONOR:**

**VENUE:**

**5. COURSE DURATION:** Period \_\_\_\_ years \_\_\_\_ months \_\_\_\_ weeks

from: ...../...../..... to ...../...../.....

**6. PERSONAL PARTICULARS**

Nominee's name: \_\_\_\_\_

Age: \_\_\_\_\_ Gender : \_\_\_\_\_ Date of Birth ...../...../.....

Date of commencement on the job: ...../...../..... Date of Permanency in the Public Service:  
...../...../.....

Substantive position: \_\_\_\_\_ Acting Position \_\_\_\_\_

Contact Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Province and District where working:

**7. EMERGENCY CONTACT**

Name:

**8. SECONDARY EDUCATION**

Highest qualification: Choose one

Grade Ten

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Go to question 11

Grade Twelve or Above



Complete information below

Highest grade completed at school

Provincial High School attended when completing Grade 12

**9. EDUCATIONAL QUALIFICATIONS**

Institution	Year	Courses	CRT/DIP/DEG/ETC

**10. CURRENT JOB DESCRIPTION**


**11. TRAINING NEEDS IDENTIFICATION**


**12. DESCRIPTION OF PROPOSED PROGRAMME (attach course brochure if available)**

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**13. TARGETED POSITION UPON COMPLETION OF PROGRAMME**


**14. DETAILS OF ANY PROGRAMME (over 9 months) ATTENDED BY THE NOMINEE IN THE LAST TWO YEARS (Overseas & In-country)**


**15. JUSTIFICATION OF NOMINATION**

**(a) Identified relevant Key Result Areas.**


**(b) Identified Priority Job Group**


**16. ENDORSEMENT BY THE DEPARTMENTAL TRAINING COMMITTEE**

☐ YES

☐ NO

**PARTICULARS OF NOMINATING AUTHORITY**

Name: .....

Title: .....

Signature:

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**17. PERSONAL SIGNATURE OF THE RESPECTIVE DEPARTMENTAL HEAD.**

*Or a Deputy nominated whose 'Authority to Sign' is formally made known to the Department of Personnel Management.*

Name: .....  
(please print)

Title: .....

Signature: ..... Date: ...../...../.....

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1. Applicant's File No: .....
  2. Action Officer: .....
  3. Title: .....
  4. Telephone No: .....