



National Public Service

DEPARTMENT OF PERSONNEL MANAGEMENT

CIRCULAR INSTRUCTION NO. 09 OF 2022

DATE: 4TH MAY 2022

FILE: SEC: 4-10

TO: ALL PROVINCIAL ADMINISTRATORS

SUBJECT: CESSATION ON MAKING CHANGES TO THE POSITION OF DISTRICT ADMINISTRATORS UNTIL FURTHER NOTICE.

The appointment of District Administrators (substantive or acting) is explicitly outlined in the *Public Services (Management) Act* and the Public Service General Orders and the appointing authority is the Provincial Administrators.

The Provincial Administrators are reminded to exercise caution due to the impending National General Elections and conduct such selections and appointments with reasonable care that may NOT jeopardize the operations of the public service machinery in the Provinces and Districts.

In light of the looming National General Elections, the following Directions are now issued;

- 1) All proposed changes to the current Acting District Administrators are to cease until a new Government is formed. This means whoever has been acting or is currently acting on a vacant District Administrator position must not be changed until a new Government is formed.

- 2) All selection and recruitment of new District Administrators following proper processes are to be completed in consultation with the Department of Personnel Management and Department of Provincial & Local Level Government before the date of the issue of Writs (as Open Members) are part of this process.
- 3) Failing the completion of the process in No. 2 above, the selection process is ceased until the formation of the new Government (new Open Member can be consulted).
- 4) Any appointments of District Administrators expiring during the period of the National General Elections, Provincial Administrators are to ensure that the incumbent continues to act until the new Government is formed, so the new Open Member can be consulted.

It is important to note that compliance of processes to the *Public Services (Management) Act*, the Regulations, the Public Service General Orders, and the *District Development Authorities Act 2014* is maintained at all times.

This Instruction is also made in compliance to NEC Decision No. 137/2022 which approved that all HR Powers removed from agency heads in 2019 are to remain with the Secretary for Department of Personnel Management until completion of the GoPNG Payroll & HR Framework Audit by Deloitte.

Provincial Administrators are being put on notice to ensure the rule of law is followed.

Any issues regarding this Circular Instruction must be communicated to the Office of the Secretary and respective Deputy Secretaries through telephone numbers 327 6379, 327 6335 or 327 6315.



RISE UP, STEP UP, SPEAK UP”