



National Gazette

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NOTIFICATION OF A VACANCY UNDER THE *REGULATORY STATUTORY AUTHORITIES
(APPOINTMENTS TO CERTAIN OFFICES) ACT 2004*

CHIEF EXECUTIVE OFFICER — NATIONAL OFFICE FOR CHILD & FAMILY SERVICES
EXECUTIVE LEVEL 4

The Chief Executive Officer is a legislated position reporting to the National Office for Child & Family Services and heads the management team that is required to deliver the functions of the National Office for Child & Family Services. The Chief Executive Officer is responsible for the daily management, business and operations of the Commission.

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

Address for Applications to:

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

Attention: Executive Manager - Executive Search & Appointments.

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

Two signed copies of Applications are required. Applications sent by facsimile 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:	NOCFSCEO EX. 001
Date of Gazette:	Position Title:	Chief Executive Officer – Executive Level 4

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Personal Particulars:—

Surname:

Other Names:

Contact address, telephone number, facsimile number and email address:

(1) **Employment History:—**

Current Employer:

Location:

Current Position:

Position Reporting to:

Remuneration in Current Position:

Employment History for at least 10-15 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 Qualification from Tertiary Institutions (supported by copies of Degrees, etc).
- Vocational and Management Qualifications relevant to this job (supported by copies of certificates).
- Training Course 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:—**

Names 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: Chief Executive Officer is responsible to the Minister for Implementation of National Child Protection Policy 2017-2027 and *Lukautim Pikinini Act 2015*. Provide Strategic leadership and oversee the operations of the Office. To manage, control and coordinate the functions and resources of the National Office for Child & Family Protection Services.

Accountabilities:

The Chief Executive Officer accountabilities are outlined in the National Office for Child & Family Services as;

- (a) Accountable to the Minister on all Policy or Act review matters.
- (b) Effective Management of *Lukautim Pikinini Act 2015* and other enabling legislations.
- (c) Effective Management of personnel and finance for National Office for Child & Services.
- (d) Implementation of National Child Protection Policy 2017-2027 and *Lukautim Pikinini Act 2015*.

Major Duties:—

1. Principal advisor to the Minister on Child & Family Protection Services.
2. Manage the secretariat of the Office.
3. Advise National Child & Family Services Council on matters concerning the office.
4. Shall perform the duties required of him under the *Lukautim Pikinini Act 2015*.
5. Overall operations of the office fully achieve the objective.
6. Advise the Minister on the progress of the office's program and activities.
7. Oversee the preparation of the annual PIP and recurrent budget.

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8. Oversee the preparation and completion of the office's annual report to be represented to the Minister.
9. Attend meetings relating to office matters both locally and internationally.
10. Prepare and present ministerial briefs on all activities of the office from time to time.
11. Take lead in networking, promoting and disseminating information about the office.

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; experiences 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 *Lukautim Pikinini Act*, DPM circular instructions, Central Supply and Tenders Board and other relevant laws such as the *Regulatory Statutory Authorities/Act* (appointment to certain offices).

Qualifications:

Possess a minimum tertiary qualification, a Diploma in Public Administration a Bachelor's Degree Or Master's Degree in Social Science in Public Administration/ Public Policy Management, Human Resource Management Psychology, Strategic Management or Public Policy Analysis, from a recognized university together with postgraduate management training relevant to the technical requirements of the position and a management qualification equivalent to the public services intermediate management program.

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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*.

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.