



National Gazette

PUBLISHED BY AUTHORITY

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

No. PS. G9]

PORT MORESBY, MONDAY, 10th JULY

[2023

NOTIFICATION OF A VACANCY UNDER THE *PUBLIC SERVICES (MANAGEMENT) ACT 1995* (As Amended) and *REGULATION 5 OF 2003*

SECRETARY—DEPARTMENT OF FINANCE

EXECUTIVE LEVEL 6 — PUBLIC SERVICE LEVEL 10

The Government and the National Public Service are equal opportunity employers and encourages both men and women to apply. **Applications** are now invited from qualified and experienced persons who are able to satisfy the minimum person specifications detailed below.

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, 21st July, 2023 at 4.06 pm.

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:	DF-EX-001
Date of Gazette:	Position Title:	Secretary – Executive Level 6

Notification of a Vacancy under the *Public Service (Management) Act 1995 (As Amended)* and Regulation 5 of 2003—continued

(1) Personal Particulars:—

Surname:

Other Names:

Contact address, telephone number and e-mail address.

(2) 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).

(3) 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).
- Copies of certificates/qualifications must be certified by a Lawyer/ Commissioner for Oaths.

(4) Claims to the Job:—

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

(5) Referees/References:—

Four nominated referees are required with two character references from persons of standing in the community; and two professional references of which one shall be from the last previous employer and the other from the current employer.

Job Outline:**Purpose:**

To lead and manage the overall operations of the Department of Finance and ensure this functions are consistent with its mission statements and legislations in particular the economics and financial policies and processes.

Accountabilities:

- 1) Responsible to the Minister for Finance for the effective and efficient provision of service, particularly provision of technical and professional advice in relation to policies, plans and programs related to Economic and Financial matters and the Corporate function of the Department.
- 2) Effective administration of the Department in ensuring compliance with set legislations, policies and guidelines.
- 3) Effective supervision of Provincial and Treasuries and active support to Provincial and Local Level Government in ensuring compliance with legislation.
- 4) Effective implementation of Government's economic and fiscal policies.
- 5) Effective negotiations with Public Agencies and other stakeholders to achieve the goals and objectives of the Department.
- 6) Effective administration and management of the Department's resources, especially expenditure and manpower.
- 7) Effective preparation of the Annual Management Report and Budgetary estimates for the Department.
- 8) Effective development of the 5 years Corporate and Training Plan.

Notification of a Vacancy under the *Public Service (Management) Act 1995 (As Amended)* and Regulation 5 of 2003—continued

Major Duties:

- 1) Provide economic and financial advice to the Minister and relevant Ministers, Departmental Heads and other Agency Heads.
- 2) Provide leadership and oversee the Department's Operational, Audit and Compliance and Strategic functions.
- 3) Manage and lead the operations of the Department including Provincial and District Treasuries' functions in accordance with the approved Corporate Plan and ensure Departmental functions are in line with set legislatives, policies and processes of the Department.
- 4) Oversee and monitor formulation/development of laws, policies, plans and programs related to roles and responsibilities of the Department in consultation with Agencies, line Departments, Provincial Administrations, Statutory Bodies, including stakeholders and Directives and Compliance with the Department's service charter.
- 5) Oversee the management and administration of expenditure and manpower resources.
- 6) Represent the Government at international forums.
- 7) Participation on many boards in support of the functions of these boards.

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 Regulation 5 of 2003 made under the Public Services (Management) Act 1995.

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

Skills:

Ability to demonstrate the following skills at a high rate:

- Management with a minimum of three (3) years at a level not lower than Deputy Secretary.
- Policy formulation and development, strategic/corporate planning and project management.
- Financial budgeting and manpower planning.
- Negotiation and Public Relation Skills with an ability to make convincing public presentation of technical information.
- Effective leadership skills.

Knowledge:

Must demonstrate a high level of knowledge and understanding of the following:

- Macro and micro economics.
- *Public Finance (Management) Act* and Financial Instructions.
- *Public Service (Management) Act* and Revised General Orders.
- *Organic Law on Provincial and Local Level Government.*
- Public Service Policies, Procedures and Systems.
- Basic knowledge on Computing applications (Windows XP).

Qualifications:

Bachelor's Degree, or preferably Post-Graduate Degree in Economics, Business or Commerce, or, such other qualifications as may be acceptable to the Secretary of the Department of Personnel Management.

Notification of a Vacancy under the *Public Service (Management) Act 1995 (As Amended) and Regulation 5 of 2003—continued*

Experience:

The incumbent would be a seasoned administrator or an executive with at least **15 years** of experience in economics/finance functions at a higher management level in the Public Sector, with at least **7 years** work experience at a senior management role.

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 65 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.