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[2023

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

SECRETARY—DEPARTMENT OF HIGHER EDUCATION, RESEARCH, SCIENCE AND TECHNOLOGY (DHERST)

EXECUTIVE LEVEL 5 — PUBLIC SERVICE LEVEL 9 (PSL 9)

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:

DH-EX-001

Date of Gazette:

Position Title:

Secretary – Executive Level 5

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(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).

(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:

The Secretary of the Department of Higher Education, Research, Science and Technology (DHERST) provides strategic leadership and execution strategies for the PNG Higher and Technical Education Sector within the available resources to ensure the achievement of the following goals:

- I. “Best and productive human resources” under Pillar No. 1 of the PNG Vision 2050, on Human Capital Development, Gender, Youth & People Empowerment; and,
- II. “Provide a workforce that is professional and skilled by developing a coherent human resource development strategy” of the Medium-Term Development Plan.

Major Duties:

- I. To advise the Minister, after consultation with interested parties, on all matters concerning higher and technical education, or research, or science and technology.
- II. To implement the Papua New Guinea National Qualifications Framework in accordance with decisions by the Board.
- III. To administer quality assurance arrangements in accordance with the *Higher Education (General Provisions) Act 2014*.
- IV. To develop broad policies in relation to governance, research, programmes or study, infrastructure and staffing for public higher education and research institutions.
- V. To recommend to the Minister for approval by the Government, financial allocations and a funding model for public higher education and research institutions, including universities

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- VI. To coordinate and manage all requests for financial support and annual submissions from Papua New Guinea universities made to the Government.
- VII. To receive from central agencies all Government funding for Papua New Guinea universities, including annual budgetary appropriations, and their disbursement to the universities in accordance with agreed plans, targets and outputs.
- VIII. To develop and implement policies relating to higher and technical education of:
 - Citizen residents abroad; and citizens studying abroad, including financial assistance;
 - Non-citizen students enrolled in higher education institutions in Papua New Guinea.
- IX. To review and develop policies and provide advice in relation to salaries and other forms of remuneration or entitlement for staff in public higher institutions in Papua New Guinea.
- X. To formulate policies in relation to Government's financial support for students to undertake accredited programmes of higher and technical education.
- XI. To ensure appropriate arrangements for the governance, coordination, management and accountability of public higher education and research institutions, including public universities.
- XII. To perform central admission functions and verification of admissibility of candidates to higher education institutions

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 and Knowledge:

Possess proven skills, experiences and competencies gained covering the following areas:

- I. Government policies and practices in public sector management and reforms.
- II. Knowledge of corporate governance, business and public sector financing models.
- III. International developments and trends in higher and technical education.
- IV. International academic protocols relating to teaching, research, quality assurance and international regimes.
- V. Thorough understanding of the higher and technical education sector in Papua New Guinea.
- VI. Leadership and communication skills in interpersonal, oral and written.
- VII. Demonstrated capacity to develop and drive new initiatives and programs and achieve high quality outcomes.
- VIII. Proven senior-level management, administration and financial management skills.
- IX. Creative problem-solving, negotiation and liaising skills for decision making and recommendations based on sound judgement.
- X. Able to work effectively under pressure and with short notice.

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Qualifications:

Applicant must possess a **Master Degree** in Business Strategy, Public Policy, Sociology, Science, Technology or Higher Education from an internationally accredited University. The applicant must also have a high level of management and supervisory skills, competent communication skills in both written and oral, skills in understanding of planning processes, numerical, analytical and public relations.

Experience:

The incumbent would be a seasoned administrator or an executive with at least **5-10 years** of experience in the field of Education, Education Administration, Academia, Research or Public Policy management in the Public Sector, or similar experience in the tertiary or private sector with at least 5 years of work experience at the senior executive management, Departmental Head or CEO level. Relevant experience in the practice, administration and improvement of strategic reforms management in both the private and public sectors would be an added advantage.

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.