



National Gazette

PUBLISHED BY AUTHORITY

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

No. PS. G10]

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 NATIONAL PLANNING & MONITORING

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:

NPM-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 National Planning and Monitoring and ensure its functions are consistent with its mission statements. The role of the Secretary for Department of National Planning and Monitoring as the Chief Advisor to Government is on development policy, developing planning and cooperation, and on the public investment program in so far as it invests in, and finances public expenditure, in contributing to achieving the government's development policy and development plan.

Accountabilities:

- 1) Accountable to the Minister for National Planning and Monitoring for the effective and efficient provision of service, particularly provision of technical and professional advice in relation to policies, plans and programs related to the National Development Strategies, Planning and Programming of Public Investment Program, Monitoring of Sector Policies, Plans and Evaluation of their impact, Mobilisation of International Development Corporation, Coordination and management of the Development Program and Finance and Human Resources Management functions of the Department.
- 2) Effective administration of the Department in ensuring compliance with set government legislations, policies and guidelines.
- 3) Effective implementation of Government's national planning and development policies.
- 4) Effective negotiations with Public Agencies and other stakeholders to achieve the goals and objectives of the Department.
- 5) Effective administration and management of the Department's resources, especially expenditure and manpower.

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

- 6) Effective preparation of the Annual Management Report and Budgetary estimates for the Department.
- 7) Effective development of the department's Three (3) years Corporate Plan.

Major Duties:

- 1) Formulate national development plans, policies and strategies for medium and long term development with the objective of national unity, basic education and primary education for all, and opportunities for income earning and upholding the rule of law.
- 2) Manage and coordinate the preparation, implementation and monitoring of all development programs and projects and relevant policies to ensure that national development objectives and targets are achieved.
- 3) Develop, manage and monitor the national planning and appropriate data and information system at national and provincial levels in close co-operation with all agencies and levels of government, the private sector, churches, and non-government organisations.
- 4) Manage and Coordinate all international development assistance to Papua New Guinea and to ensure that international assistance achieve national development objectives.
- 5) Provide technical assistance and other relevant support and training to relevant agencies and provinces in relation to the above functions.
- 6) Prepare and provide regular reports to the National Executive Council and National Parliament on the development status of the nation and on the implementation of development plans, policies and programs.

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).

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

Qualifications:

Bachelor's Degree, or preferably Post-Graduate Degree in Economics, Commerce, Public Administration, Political Science or, such other qualification as may be acceptable to the Secretary of the Department of Personnel Management.

Experience:

The incumbent would be a seasoned administrator or an executive with at least **10 years** of experience in national planning and monitoring at a higher management level in the Public Sector or Private 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.