



# National Gazette

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

**CHIEF COMMISSIONER—PNG LAND COMMISSION**

**PUBLIC SERVICE LEVEL EIGHT (PSL 8)—EXECUTIVE LEVEL 4**

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: Executive Manager—Executive Search & Appointments Division.

**Closing date: Friday, 6th October, 2023.**

Two (2) signed copies of the 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:	DJAGLC-EX-0001
Date of Gazette:	Position Title:	Chief Commissioner – Executive Level 4

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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 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).
- Professional 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).
- All copies of qualifications must be certified by a practicing lawyer and 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:** The Chief Commissioner is the head of the Land Commission of Papua New Guinea pursuant to Section 5 of the *Land Commission Act 2022* and has the same protection, privileges and immunities as a Judge.

The Chief Commissioner is responsible for the administration of the *Land Commission Act 2022*, and in particular;

- I. To ensure the Land Commission functions effectively and efficiently as an independent quasi-judicial institution.
- II. To maintain the overall coordination and contrivance of operations of the Commission.
- III. To maintain and update the register of customary and national land.

**Major Duties:**

**1. ORGANIZATIONAL CAPACITY AND CAPABILITY DEVELOPMENT**

Ensure that the functions and responsibilities of the Commission are executed in accordance with the enabling laws.

- 1.1. Provide leadership, co-ordination and guidance for Commissioners and staff.
- 1.2. Ensure the appointment of Commissioners, Registrar and staff of the Commission.
- 1.3. Ensure compliance with Circular Instructions issued by Secretary DPM from time to time.
- 1.4. Ensure the smooth transition of the Land Commission as an Independent statutory entity.
- 1.5. Provide an Annual Report on the Commission to the Minister for Justice to be presented to Parliament.
- 1.6. Prepare and issue practice directions.

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- 1.7. Liaise with the Department of Justice & Attorney General's management on matters of law reforms and policies relating to the Commission.
- 1.8. Ensure that Commission's circuits and other related programs are developed and effectively implemented.
- 1.9. Develop and implement an awareness outreach program.
- 1.10. Ensure that State and the general public have a better understanding of the Land Commission's services.
- 1.11. Development of a handbook, awareness materials and information brochures.
- 1.12. Hear and determine all applications for Tenure Conversion of Customary Land and reviews.
- 1.13. Hear and determine whether the land is Customary Land.
- 1.14. Hear and determine all reviews relating to Land Tenure Conversion matters.
- 1.15. Hear and determine any awards for compensation.
- 1.16. To declare an area to be public roads, public rights of way or water and areas reserved for public purposes.
- 1.17. Provide written decisions on all applications as soon as possible.
- 1.18. Hear and determine any land ownership issues arising from major resource projects as required.
- 1.19. Hear and determine all declaration of National Land.
- 1.20. Hear and determine whether the land is National Land.
- 1.21. Hear and determine all reviews relating to National Land matters.
- 1.22. Hear and determine any awards for settlement payments.
- 1.23. Provide written decisions on all matters as soon as possible.
- 1.24. Ensure that National Registers are kept and maintained for Land Tenure Conversion and National Land.
- 1.25. Ensure participation in Boards, Committees, Associations, etc.
- 1.26. Develop Stakeholders Partnership arrangements.
- 1.27. Manage and maintain a good relationship with key Stakeholders.

**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 accordance 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:

**1. Knowledge**

- 1.1. Relevant Legislations administered by the Department of Labour & Industrial Relations.

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- 1.2. Wide knowledge of PNG land laws, including *Land Commission Act, Land Tenure Conversion Act, Land Dispute Settlement Act* and *Land Act*.
- 1.3. Wide knowledge of Land Administration in PNG.
- 1.4. Wide knowledge of Public Administration practices.
- 1.5. Wide knowledge of functions and procedures of courts and tribunals.
- 1.6. Excellent understanding of Land Tenure Conversion, National Land Declarations and Compulsory Acquisition process.
- 1.7. Excellent knowledge on the roles and functions of the Commission.
- 1.8. Sound knowledge of Map reading and analysis.
- 1.9. Knowledge in the interpretation and application of all areas of law, both substantive and procedural laws, with sound knowledge of the PNG Constitution, the governance system, land laws, including pre-independence land laws and ordinances and be familiar with the administrative law system in PNG. Must be knowledgeable in all other areas of government, customary land rights and compensation, Public Finance System, Commerce and Industry.
- 1.10. Sound knowledge and application of Ethics & Valued Based Executive Management and Leadership Capability Framework and the ability to apply or practice the principles.

**2. Skills**

- 2.1. Skills in planning, budgeting public policy analysis.
- 2.2. High Level Management, Leadership and Supervisory skills.
- 2.3. Interpretation of PNG Land Laws and practices.
- 2.4. Analytical Research and Report Writing.
- 2.5. Excellent communication (Oral & Writing).
- 2.6. Must be computer literate, proficient in MS Office.
- 2.7. Must have highly developed specialist advocacy skills and be able to practice as a lawyer, be a person of integrity, diligent and trust worthy.
- 2.8. Must possess and be exposed to a high level of oral advocacy skills and court room ethics and procedures required for the conduct of proceedings before courts and tribunals.
- 2.9. The applicant must also possess high-level administrative skills to discharge administrative and operational duties.
- 2.10. Any trainings and or exposures to possessing skills and competencies in negotiation, mediation, conciliation and arbitration as part of court sanctioned ADRS would be an added advantage.
- 2.11. The applicant must have proven ability to lead and manage a team of professionals.
- 2.12. Vision and Strategic Objectives of the Commission.
- 2.13. Public Service Policies, Procedures and Systems.
- 2.14. Executive Management Skills.
- 2.15. Organisational Analysis and Planning.
- 2.16. Leadership skills.
- 2.17. Analytical and problem-solving skills.
- 2.18. Public Relations.
- 2.19. Financial Budgeting and Manpower Planning.

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**Qualifications:**

1. Masters in Law or higher levels of attainment.
2. Admitted to practice as a lawyer at the National and Supreme Courts.
3. Current Law Practicing Certificate.
4. Public Service Mandatory Requirements for Public Services.
5. Advance Diploma in Leadership and Governance.

**Experience:**

The candidate would be an experienced administrator or an executive with at least 10 years general experience as a lawyer in the Public Service with at least seven (7) years at the senior managerial or executive management level, or an equivalent level in the Private Sector. The relevant experiences in Management with organizational and leadership qualities is required.

**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 strong 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 Notices:**

- I. All Academic Qualifications must be stamped/signed by a Commission for Oaths.
- II. 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.