



DEPARTMENT OF PERSONNEL MANAGEMENT

POSITION VACANCIES

The Department of Personnel Management is a Central Agency established under an Act of Parliament and provides governance and support in Human Resources Management to the Public Service throughout the nation. In enhancing its statutory responsibilities, the Department is now embarking on recruiting suitably qualified and vibrant experience person for the following vacancies in the open Market.

REFERENCE	POSITION TITLE	CLASS
OFFICE OF THE SECRETARY		
DPM 01-25	Senior Internal Auditor	PS 15
LEGISLATIVE & ADMINISTRATION REFORMS DIVISION		
DPM 02-5	Legislative Reform Officer	PS12
DPM 02-7	Manager - Public Sector Reforms	PS16
DPM 02-11	Manager - Provincial Autonomy Coordination	PS16
PUBLIC SERVICE HOUSING DIVISION		
DPM 03-7	Senior Institutional Housing Officer	PS14
INDUSTRIAL & EMPLOYMENT CONDITIONS DIVISION		
DPM 04-1	Executive Manager - Industrial & Employment Conditions	PS18
DPM 04-12	Senior Research Officer (Govt. Pay Policy)	PS14
DPM 04-24	Research Officer (SCMC/CSC)	PS12
DPM 04-26	Manager - Public Service Insurance	PS16
STRATEGIC POLICY DEVELOPMENT DIVISION		
DPM 05-4	Senior HR Policy Research & Development Officer	PS14
DPM 05-13	Senior Policy Review & Coordination Officer	PS14
EXECUTIVE RESOURCNG SERVICERS WING		
DPM 06-2	Manager - Search & Appointments	PS16
DPM 06-12	Manager - Performance Management	PS16
DPM 06-18	Manager - Investigations	PS16
GESI (Whole of Government) DIVISION		
DPM 07-2	Manager - GESI Coordination and Mainstreaming	PS16
MANAGEMENT INFORMATION SYSTEMS & SUPPORT SERVICES DIVISION		
DPM 08-1	Executive Manager - Management Information Systems & Support	PS18
DPM 08-5	Team Leader HRMIS Payroll - NGI & Admin Sector	PS16
DPM 08-17	Manager - HRMIS Trainer	PS16
DPM 08-18	Team Leader - HRMIS Trainer	PS14
DPM 08-39	Systems Analyst	PS12
NGI REGIONAL DIRECTORATE		
DPM 09-3	Manager - Monitoring & Compliance	PS17
DPM 09-14	Senior Staffing & Establishment Advisor	PS15
MOMASE REGIONAL DIRECTORATE		
DPM 09-18	Director - MOMASE Region	PS19
DPM 09-26	Manager - Human Resources Advisory Services	PS17
HIGHLANDS REGIONAL DIRECTORATE		
DPM 09-38	Senior Monitoring & Compliance Officer	PS15
NATIONAL AGENCIES DIRECTORATE		
DPM 09-69	Director - National Agencies	PS19
DPM 09-79	HR Client Service Officer	PS13
STRATEGIC HUMAN RESOURCES MANAGEMENT DIVISION		
DPM 11-12	Senior Edits Officer	PS14
FINANCE & CORPORATE PLANNING DIVISION		
DPM 12-1	Executive Manager Finance & Corporate Planning	PS18
DPM 12-11	Senior Planning Monitoring & Evaluation Officer	PS14

Your Job EOI letter should include the **Position Number and Designation/Class**. Ensure your cover Letter must be signed and supporting Documents be **certified**. **Public Service Application Form RS3.2** must be completed and submitted together with your documents. Application containing unsigned letters and uncertified Transcripts, Qualification Certificates and References will NOT be Accepted.

To obtain copies of detailed job descriptions for the position(s), please contact the DPM Recruitment Team via email recruitment@dpm.gov.pg or through the DPM **Website: <https://www.dpm.gov.pg>** or telephone 327 6324/327 6411.

Only shortlisted candidates will be contacted. Applications close at 4:06 pm on Friday 10th November 2023. Please forward one (1) set only of your application to:

The Manager
Human Resource Administration
Department of Personnel Management
P.O Box 519, WAIGANI, NCD

Applications can be also delivered at DPM Office Located at: CENTRAL GOVERNMENT BUILDING, TOWER A, Level 4, OPPOSITE SIR MANASUPE BUILDING, WAIGANI OFFICE AREA.

Authorized by:
Department of Personnel Management


MS. TAIES SANSAN
Secretary

