



# National Gazette

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**NOTIFICATION OF A VACANCY UNDER THE *PUBLIC SERVICE (MANAGEMENT) ACT OF 1995 AND TEACHING SERVICE ACT 1988.***

**COMMISSIONER OPERATIONS—TEACHING SERVICE COMMISSION**

**GRADE 20**

The Government and the National Public Service are equal opportunity employers and encourages both men and women to apply. **Applications** are now invited from highly 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.

Or

Email : [exrecruit21@gmail.com](mailto:exrecruit21@gmail.com)

***Closing date: Friday, 17th November, 2023 at 4:06 PM***

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.

**Notification of a Vacancy under the *Public Service (Management) Act of 1995 and Teaching Service Act 1988—continued***

**APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—**

Government Gazette Number:	Position Number:	TSC. 003
Date of Gazette:	Position Title:	Commissioner Operations — Grade 20

(1) **Personal Particulars:—**

Surname:	Other Names:
Contact address, telephone number, facsimile number and email address:	

(2) **Employment History:—**

Current Employer:	Location:
Current Position:	Position Reporting to:
Remuneration in Current Position:	

(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 stamped & signed 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:—**

Names of three persons in the past and current employment must be provided as well as three current references attached to the application.

**Job Outline:**

**Purpose:** As an executive member of the Commission heading the Operations Section – to ensure that policies and practices that are current are implemented in the Teaching Service for the betterment and welfare of members of the Teaching Service.

**Principal Accountabilities:**

- Perform duties, responsibilities and tasks in pursuit of the goals and objectives of the Commission.
- Direct and coordinate the activities of the administration and the overall management of the day-to-day operation of the Commission.
- Assist the Chairman in formulating policies relating to the work of the Commission in general.
- Act as head of the Commission during the absence of the Chairman.
- Initiate action to review existing policies and directives as necessary of matters relating to the Teaching Service.
- Advise the Commission on budgetary/administrative matters relating to the Teaching Service and the Commission.
- Represent the Chairman as required both within the Ministry and various National Boards and Councils and act as Chairman of Committees and Council as required.
- Carry out other duties as directed, consistent with the above.

**Notification of a Vacancy under the *Public Service (Management) Act of 1995* and  
*Teaching Service Act 1988—continued***

**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.

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

**Qualification, Experience, Knowledge, Skills:****Qualification:**

University Degree and Post Graduate qualification in Education and any other qualification acceptable to NEC.

**Experience:**

Extensive experience with demonstrated ability in administration and management in Education and Teaching Service.

**Knowledge:**

Knowledgeable with the *Teaching Service Act*, *Education Act* and other relevant laws such Public Service General Orders and *Finance Management Act*.

**Skills:**

Broad experiences in financial administration and management and ability in leadership at senior management level.

**Reporting Relations:**

Reporting to the Chairman of the Teaching Service Commission.

***Working Relations:*****Internal:**

Consults with the Chairman, Commissioner – Policy, Senior Officers of the Commission and Senior Officers of the National Department of Education.

**External:**

Consults with the Papua New Guinea Teachers Association (PNGTA) and other Government Departments such as Department of Personnel Management and Labour & Employment.

**Good Character:**

- (i) Of good character and repute, with no previous criminal record, and as witnessed by suitable references from at least three (3) 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*.

Possess a resilient nature able to maintain a firm position on principle and policy and to uphold the Code of Public Service Business Ethics and Contract.

Notification of a Vacancy under the *Public Service (Management) Act of 1995* and  
*Teaching Service Act 1988—continued*

**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:**

Applicants are to obtain updated Police Clearance 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,