



National Gazette

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

COMMISSIONER - POLICY - TEACHING SERVICE COMMISSION GRADE 20

The Government and the National Public Service are equal opportunity employers and encourage both men and women to apply. **Applications** are now invited from highly qualified and experienced persons who are able to satisfy the minimum person specification 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

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

Two (2) signed copies of Applications are required. Applications sent by email before the closing date must be followed up immediately with a 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:

TSC.002

Date of Gazette:

Position Title:

Commissioner Policy - Grade 20

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

Personal Particulars:—

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

(1) Employment History:—

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

Employment History for at 10 years containing a brief description of each level of accountability (supported by relevant certificates of employment or employer references where available).

(2) 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.

(3) Claims to the Job:

State your claims for the job and why you should be selected for the advertised position.

(4) Referees

Names of three persons in the past and current employment must be provided as well as two (2) current professional references and two-character references attached to the application.

Job Outline

Purpose:

As an executive member of the Commission heading the Policy Section – to oversee the development and implementation of the appropriate legislation, policies and Industrial Agreements that provide for a sound and harmonious management of the Teaching Service.

Principal Accountabilities:

- Perform duties, responsibilities and tasks in pursuit of the goals and objectives of the Commission.
- Assist the Chairman in the overall management and the day to day running of the Commission.
- Responsible for the overall coordination, planning and formulating of policies concerning the entire Teaching Service.
- Act as head of the Commission during the absence of the Chairman.
- Assist the Chairman in formulating policy options and plans for the Teaching Services.
- As required represent the Chairman on Senior Level Committees, Boards and Council.
- Carry out other duties and tasks as delegated or directed consistent with the above.

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 the Regulatory Statutory Authority Act 2004.

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

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

Qualification, Experience, Knowledge, Skills:

Qualification:

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

Experience:

Extensive experience in policy administration and management.

Knowledge:

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

Skills:

Ability to analyze, translate and formulate policies.

Reporting Relations:

Report to the Chairman of the Teaching Service Commission.

Working Relations:

Internal:

Consults with the Chairman, Commission – Operation and other senior officers within the National Department of Education.

External:

Consult with Provincial Education Boards, the Papua New Guinea Teachers Association (PNGTA) on industrial issues and other Government Departments such as Labour & Employment and Department of Personnel Management.

Working Environment:

Develop and formulate policies and recommend appropriate implementation strategies for the effective management of the Commission.

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 Defense Force under the *Defense Act*.

High Ethics:

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

Age and Health:

- (i) Satisfy basic health and fitness requirements for occupancy of a departmental head position as certified by a registered medical officer.

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

(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.