



# National Gazette

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**NOTIFICATION OF A VACANCY UNDER THE *REGULATORY STATUTORY AUTHORITIES  
(APPOINTMENTS TO CERTAIN OFFICES) ACT 2004***

**DIRECTOR—NATIONAL NARCOTICS BUREAU**

**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 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**

The Director of the National Narcotics Bureau is the Chief Executive Officer of the National Narcotics Bureau Office and is deemed to be a departmental head. The Director General is the head of the Organization and is responsible to the Board for the efficient administration and functions of the organization. The Director General shall manage the organization in accordance with the policy and directions of the Board and shall advise the Board on matters concerning the organization referred to him by Board.

**Notification of a Vacancy under the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004—continued***

In the absence of an established National Narcotics Control Board, the Department of Personnel Management assumes the role of the Board until such time the NNCB is appointed.

Two (2) 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:	NNB-EX-001
Date of Gazette:	Position Title:	Director – Executive Level 4

**Personal Particulars:—**

Surname: \_\_\_\_\_ Other Names: \_\_\_\_\_  
 Contact address, telephone number and e-mail address.

(1) **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).

(2) **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).

(3) **Claims to the Job:—**

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

(4) **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:** To be the Chief Executive Officer of the National Narcotics Bureau responsible for the management, coordination and utilisation of the Bureau's resources in the fight against illegal drugs and illicit substances abuse in the country. Also direct the day-to-day operations of the office of the Director General of the National Narcotics Bureau and to ensure its functions stipulated under the *National Narcotics Control Board Act 1992*, are compiled with and consistent with the Organizational goals and objectives.

**Accountabilities:**

- (1) Effective and efficient control of the Office of the National Narcotics Bureau.
- (2) Responsible to the National Narcotics Control Board.
- (3) Report to the Minister of Internal Security on crucial matters pertaining to NNB.
- (4) Effective provision of assessments, advise, trends and report as required by the Minister of Internal Security and NNC Board.

**Notification of a Vacancy under the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004—continued***

- (5) Liaise with relevant stakeholders and solicit their support in the fight against illegal drugs and illicit substances.
- (6) Keep government, stakeholders and donor agencies informed of last developments and trends, inform of possible scenarios and future outcomes.
- (7) Inform NEC through Minister on legislative changes and major project initiatives and policy decisions.
- (8) Effective administration and management of the office resources, especially expenditure and manpower.
- (9) Responsible for the preparation of the Annual Management Report and budgetary estimates for the institution.
- (10) Responsible for the development of the Institution Corporate Plan.

**Major Duties:**

- (a) Direct, control and administer the National Narcotics Bureau in effectively performing its drug enforcement, education, rehabilitation and awareness roles as stipulated in the *National Narcotics Control Board (NNCB) Act 1992*.
- (b) Direct, Coordinate and manage the Government drugs enforcement policies, initiative and directives.
- (c) Reports directly to the Minister for Internal Security and the National Narcotics Control Board on critical and sensitive drug enforcement matters.
- (d) Provide executive and policy advise to the Board responsible for the administration of National Narcotics Bureau on matters relating to that office.
- (e) Ensure discharge of policy and administrative decisions are consistent with government decisions, the National Narcotics Control Board requirements and the Boards Decision.
- (f) Liaise with other drug enforcement agencies of foreign nations for coordinated effort at global and regional level in the fight against drugs and illicit substances through the Board to ensure objectives and targets of the Organization are achieved.
- (g) Report to the Secretary DPM on all matters relating to the Bureau staff.
- (h) Inform Provincial Administration and officers on programs and projects.
- (i) Work with the Police on matters of intelligence pertaining illegal production, trafficking and consumption of drugs and illicit substances.
- (j) Prepare and provide regular reports to the Board on any matters concerning the administration of the Organization referred to him by the Board.
- (k) Member of the National Law and Justice Sector Committee.
- (l) To make recommendations to the Board on the licensing of persons and institutions that may possess and acquire drugs for the purposes of conducting scientific, clinical, social, educational, psychological, physical and biological research for training and education purposes.

**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 *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 *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004—continued***

**Skills and Knowledge:**

Possess proven skills; experiences and competencies gained covering the following areas:

- (i) Man management, with minimum of three years at a level not lower than Deputy Secretary, Deputy Director or Deputy Managing Director or deemed equivalent level in a private sector organization.
- (ii) Strong knowledge of investigatory, analytical and leadership responsibilities.
- (iii) Policy formulation and development, strategic/corporate planning and project management.
- (iv) Financial budgeting and manpower planning
- (v) Negotiating and public relation skills, with an ability to make convincing public presentations of technical information; and
- (vi) General knowledge of the Government political structures and administration systems, the Constitution, the *Organic Law on the Provincial and Local Level Government* and the knowledge of the *Public Finances (Management) Act* and the *Public Services (Management) Act 1995*, *Public Services General Orders* and fully conversant with the *National Narcotics Control Board Act 1992*, and other relevant laws such as the *Regulatory Statutory Authorities (Appointments to Certain Offices) Act 2004*.

**Qualifications:**

Possess a minimum tertiary qualification of a Bachelors Degree in Public Administration, Public Policy Management, Human Resources Management, Political Science or Law from a recognized University together with postgraduate management training relevant to the technical requirements of the position and a management qualification equivalent to the public services intermediate management program.

**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*.

**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 the Director General position as certified by the 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,  
Proxy to the Board.