



# National Gazette

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**NOTIFICATION OF A VACANCY UNDER THE *REGULATORY STATUTORY AUTHORITIES (APPOINTMENT TO CERTAIN OFFICES) ACT AND PNG SPORTS FOUNDATION ACT 2005***

**EXECUTIVE DIRECTOR—PAPUA NEW GUINEA SPORTS FOUNDATION**

**EXECUTIVE LEVEL 4 — PSL 8**

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.

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 *Regulatory Statutory Authorities (Appointment to Certain Offices) Act and PNG Sports Foundation Act 2005—continued***

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

Government Gazette Number:	Position Number:	PNGSF-EX-001
Date of Gazette:	Position Title:	Executive Director – Executive Level 4

(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: \_\_\_\_\_

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 were 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 stamp and signed by a practicing lawyer and Commissioner for Oaths.

(4) Claims to the Job:—

State your claims for this 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 two current professional references and two-character references attached to the application.

**Job Outline:**

**Purpose:** The role of the Executive Director is to be the Chief Executive Officer of the Papua New Guinea Sports Foundation to provide strategic leadership to achieve the Organization's vision to "Raise Our Game" by leading and coordinating the delivery of quality sport and physical activity into the lives of all people in Papua New Guinea and to create opportunities for sporting excellence.

**Major Duties:**

- 1.1. Provide strategic leadership and management and operations of the Commission to develop its organizational capacity to make it a strong, dynamic, professional, happy, performance focused and effective organization.
- 1.2. Leading strategic thinking and management within the organization and to lead the development of staff capacities at all levels in the regional offices across PNG.
- 1.3. Strengthening relationships with key stakeholders and partners, including the PNG Sport Federation and Olympic Committee, the National Sports Trust Limited, the Department of Community Development, the National Department of Education, the Law & Justice Sector, the National AIDS Council, the Department of National Planning & Monitoring, the Department of Provincial Government and LLGs (Inter-Government Relations), Donors and NGOs and the Private Sector.

**Notification of a Vacancy under the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act* and *PNG Sports Foundation Act 2005*—continued**

- 1.4. Coordinating grass roots participation and provincial and district engagement to increase access to and participation in sports and physical activity at grass-roots level, working in partnership with all levels of government and civil society.
- 1.5. Identifying and developing Talent to the highest standards of excellence in participation, coaching, officiating and sports administration.
- 1.6. Ensuring that through its Education and Training programmes, qualification courses are provided to improve the standard of teachers, volunteers, coaches, officials, sports administration etc.
- 1.7. Ensuring the Provision of adequate sporting facilities and resources across the country for grass roots participation and for elite performance.
- 1.8. Role modeling ethical behavior.
- 1.9. Promoting a workplace culture that embraces GESI principles and values.

**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.

**Skills and Knowledge:**

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

- (i) Man management with minimum of three (3) years at a level not lower than the Deputy Secretary, Deputy Director General or Deputy Managing Director or deemed equivalent level in a private sector organization; and
- (ii) Leadership skills, capable of leading and motivating a team to achieve results.
- (iii) Management and administration in the Public or Private Sector.
- (iv) Policy Analysis and Development skills with a practical solutions-oriented approach.
- (v) Proven Strategic/Corporate Planning, performance management, financial management, and human resource management skills.
- (vi) Excellent written and oral communication and presentation skills in English and proven ability to initiate and development relationships and partnership with a range of stakeholders.  
An ability to make convincing public presentations of technical information; and
- (vii) General knowledge of the Government Political Structure and Administration Systems, the Constitution, the *Organic Law on Provincial and Local Level Government* and knowledge of the *Public Finance (Management) Act* and the *Public Service Management Act 1995*, Public Service General Orders and fully conversant with the *PNG Sports Foundation Act 2005*, The National Sports Policy 2004, Integrate Community Development Policy 2007 and the Medium Term Development Strategy 2005-2010 and other relevant laws such as the *Regulatory Statutory Authorities Act (Appointment to Certain Offices)*.

**Qualifications:**

Must possess a Bachelor's Degree or preferably Master's Degree in one of the following disciplines; Public Administration, Business Administration, Political Science, Human Resources Management or Economics from recognized institutions.

**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.

**Notification of a Vacancy under the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act* and  
*PNG Sports Foundation Act 2005—continued***

- (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 disqualified 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 Public Service 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:**

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 and Proxy to the Board