



National Gazette

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NOTIFICATION OF A VACANCY UNDER THE *REGULATORY STATUTORY AUTHORITIES (APPOINTMENT TO CERTAIN OFFICES) ACT 2004 AND CONSERVATION & ENVIRONMENT PROTECTION AUTHORITY ACT 2014*

MANAGING DIRECTOR—CONSERVATION & ENVIRONMENT PROTECTION AUTHORITY (CEPA)

EXECUTIVE LEVEL 5 — PSL 9

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

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 2004* and *Conservation & Environment Protection Authority Act 2014—continued*

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—

Government Gazette Number: Position Number: CEP-EX-001
Date of Gazette: Position Title: Managing Director – Executive Level 5

(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:—

Masters or Post Graduate Degree in Environmental Science, Law, Economic or other relevant field 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 Service Intermediate Management Programs.

(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 three current references attached to the application. All copies of qualifications and references must be certified by a practicing lawyer and Commissioner for Oaths.

Job Outline:

Purpose: The purpose of the role is to control the Conservation & Environment Protection Authority to fulfill the Government's approved Mission and Functional Statements imposed by the Constitution and relevant legislations in accordance with policy directives and priorities of the National Executive Council as conveyed by the Minister for Environment Conservation and Climate Change.

Accountabilities:

The Managing Director will be accountable for the following:

- 1) Provision of sound, informed, and accurate advice on Conservation Environment Protection matters to the Minister and NEC under the requirements imposed by Law.
- 2) Effective and efficient operation of the Conservation Environment Protection Authority to fulfill the Government's environmental, conservation and economic objectives through sound strategic planning and leadership.
- 3) Effective participation in the global environmental treaties and conservations in order to maximize international funding contributions to the sustainable development of the economy and the Nation.
- 4) Achievement of specific annual performance targets set by the Minister from time to time in accordance with Governments priorities.

Notification of a Vacancy under the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004* and *Conservation & Environment Protection Authority Act 2014*—continued

Major Duties:

- 1) Ensure that all strategic plans and performance objectives of the organization are in compliance with the overall policy directives and priorities of the Government as communicated from time to time by the CACC.
- 2) Ensure all organization's operations and development objectives are determined in strict compliance with the Conservation Environment Protection Authority legislation in place from time to time.
- 3) Ensure all funds and assets provided to the organization are used in accordance with the relevant provisions of the *Public Finance (Management) Act*.
- 4) Ensure all personnel are supervised and managed in accordance with the relevant provisions of the *Public Services (Management) Act*.
- 5) Provide strategic guidance and leadership in daily operation of the Organization.
- 6) Ensure implementation and development of appropriate policies on various environmental and conservation issues in the best interest of the Nation.
- 7) Provide policy and technical advice to the Minister and NEC on a regular basis as required by the Minister.
- 8) Liaise with other Departmental Heads and Heads of appropriate NGOs to promote and enhance the Organization's operations.
- 9) Represents the organization on various Boards and Committees as required by various legislations.
- 10) Perform other duties consistent with the above and as directed by the Minister and or NEC.

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:

- 1) Vast knowledge and understanding of the environment and regulatory industry.

The successful candidate must have:

- High level of negotiation skills
- High level of management skills
- High level of communication skills
- High level of Public Relations skills
- Good Presentation skills
- Strong track record of liaison and negotiation skills between industry and other stakeholders.

Qualifications:

- 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).
- Copies of certificates/qualifications must be certified by a Lawyer/ Commissioner for Oaths.

The incumbent of this position must possess the following qualifications:

The desired candidate must possess a minimum of Post Graduate qualifications relevant to the position, or Diploma of Leadership & Governance, or a similar qualification acceptable to the Secretary of the Department of Personnel Management.

Notification of a Vacancy under the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004* and *Conservation & Environment Protection Authority Act 2014*—continued

Work Experience:

Over ten (10) years of Senior Executive Management experience and leadership roles in public or private sector organization with sound understanding of PNG Laws and Government Policies, advanced experience in finance, budgeting, cost management and human capital management.

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 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 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.