



National Gazette

PUBLISHED BY AUTHORITY

(Registered at the General Post Office, Port Moresby, for transmission by post as a Qualified Publication)

No. PS. G1]

PORT MORESBY, TUESDAY, 20th FEBRUARY

[2024

NOTIFICATION OF A VACANCY UNDER THE *PAPUA NEW GUINEA INTERNAL REVENUE COMMISSION ACT 2014, AND THE REGULATORY STATUTORY AUTHORITIES (APPOINTMENTS TO CERTAIN OFFICES) ACT 2004*

COMMISSIONER — SERVICES WING

INTERNAL REVENUE COMMISSION (IRC) — AL3

The Government and the National Public Service are equal opportunity employers and encourage 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, 8th March, 2024 at 4:06 PM

Two (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:
Date of Gazette:

Position Number:
Position Title:

IREX-008
Commissioner – Services Wing

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Personal Particulars:—

Surname: _____ Other Names: _____
 Contact address, telephone number and email 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 Qualification 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:—**

Two (2) Character References and Two (2) Professional References from previous and current employers confirming managerial competence and achievements, (must be within the last 2 years).

Job Outline

Purpose:

The purpose and responsibility of the Commissioner – Services Wing is to provide executive management, planning and direction for the effective provision of all IRC Services Wing (support services) functions, and to enhance the achievement of core business goals and objectives as stated in the IRC Corporate Plan.

Major Responsibilities / Duties:—

1. Deliver high level of support services to the core IRC business functions (i.e., Tax and Customs) in meeting business needs and objectives thru:
 - Identifying and implementing priority Services Wing corporate strategies and policies in consultation with respective divisional heads;
 - Preparing and implementing an overall work program in consultation with respective divisional heads;
 - Systematically monitoring and evaluating the efficiency and effectiveness of the Services Wing and its contribution to the achievement of the organization's strategic business objectives;
 - Ensuring all fortnightly, monthly, quarterly, annual and ad hoc reports are submitted on time;
 - Ensuring that the operations of the Services Wing Divisions are working in unison and not in isolation from each other, so that an integrated approach exists;
 - Ensuring Services Wing management understand the strategic role that it plays in the organization.
2. Ensure timely, concise, dependable and appropriate Legal advice and service to all IRC internal and external clients.
3. Assure stakeholder confidence is maintained at a high level. By ensuring effective management and provision of legal advisory and litigation services in the IRC.

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4. Provide executive direction over the operations of the Corporate Services Division.
5. Maintain consistency and efficiency of improve Corporate Services functions to staff and business units across IRC, in supporting the achievement of IRC's corporate objectives. By ensuring effective management and provision of Corporate Services functions – Finance & Budget, Human Resources, Property & Facilities and Operations Support Services.
6. Ensure and maximise Service delivery to business needs across IRC and in all business locations. For improved, effective and maintained service levels by overseeing and/or ensuring effective management and provision of ICT, Legal, Corporate, and Operational, support services to the Tax Wing.
7. Provide executive direction over the Office of the Commissioners to maximize efficiency and effectiveness of Executive support functions by overseeing and/or ensuring effective management and provision of necessary strategic, administrative and public relations support to the Office of Commissioners.
8. Provide expert and timely advice to the Executive Management of IRC on support service issues to ensure a clear understanding of guidelines governing respective Services Wing divisional/branch functions and/or factors affecting them (For example, Public Service General Orders, *Public Service Management Act*, *Public Finance Management Act*, etc).
9. Ensuring communication and coordination with necessary external stakeholders (e.g., DPM, Finance & Treasury, etc), in keeping up-to-date with changes/amendments to guidelines/regulations and/or processes administered by these respective bodies, hence, informing and advising IRC Management through:
 - HR Steering Committee and other Executive Meetings;
 - Provision of appropriate policies and procedures;
 - Correspondences – minutes, memos, etc.

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.

Skills and Knowledge:—

- Sound understanding of Taxation operational functions and organizational development methods;
- Well-versed with the *Public Service Management Act*, the Public Service General Orders, and Public Revenue protocols and procedures.
- Excellent analytical and leadership skills, with high level research, strategic planning, counselling, and communication skills;
- Ability to work under pressure.
- High-level financial management skills.

Qualifications:—

Bachelor's Degree / Post Graduate studies in Human Resource Management, Public Administration, Business Administration, Law, or a relevant discipline acceptable to the Internal Revenue Commission.

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Work Experience:—

Extensive and proven track record in a senior management role in any of the stated fields mentioned or deemed acceptable by the Internal Revenue 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 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 a registered medical officer.
- (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.