



National Gazette

PUBLISHED BY AUTHORITY

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

No. PS. G002] PORT MORESBY, FRIDAY, 12th APRIL [2024

NOTIFICATION OF A VACANCY UNDER THE *PUBLIC SERVICE (MANAGEMENT) ACT 1995 AND REGULATORY STATUTORY AUTHORITY ACT 2004*

REGISTRAR GENERAL — OFFICE OF PAPUA NEW GUINEA CIVIL AND IDENTITY REGISTRY
EXECUTIVE LEVEL 3

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 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.

Closing date: Friday, 26th April, 2024 at 4.06 pm

Two (2) signed copies of Applications are required. Applications sent by email before the closing date and 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:	EX – 003
Date of Gazette:	Position Title:	Registrar General – Ex. Level 3

Notification of a Vacancy under the *Public Service (Management) Act 1995* and *Regulatory Statutory Authority Act 2004*—continued

Personal Particulars:—

Surname:

Other Names:

Contact address, telephone number and email address:

(1) Employment History:—

Current Employer:

Location:

Current Position:

Position Report to:

Remuneration in Current Position:

Employment History for at least (5-10) years of professional practices and experiences in the Public Service and six (6) years at the Central Agencies Departmental Head level, the Deputy Secretary or at the senior management level and have a General Knowledge of Government political Structures and administration systems, PNG National Constitution and three (3) arms of Government, Legislature and Judiciary, Organic Law on Provincial and LLG, *Public Finance (Management) Act* and *Financial Instructions, Public Service (Management) Act*, Public Service Code of Business Ethics and Conduct and thorough knowledge of the PSGO, and other relevant legislative provisions.

(2) Qualifications for this Job:—

- Master's Degree qualification in Public Policy Management, Economics, Social Works, Science, Technology, Engineering and Mathematics (STEM) or other post-graduate education qualifications; Post -graduate education qualifications; Post graduate Diploma in Public Administration or Public Policy Analysis or other post graduate education qualification in the STEM space is an advantage (supported by copies of Degree, etc.).
- Vocational, Management and Training Certificate copies relevant to this job (supported by copies of Degrees, etc.)
- Training Courses relevant to this job (stating institutions, length of course and year completed).
- All Academic Qualifications must be stamped/signed by a Commissioner of 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 two (2) persons in the past and current employment must be provided as well as two (2) current written character references and two (2) current professional references attached to the application.

Job Outline:**Purpose:**

The Registrar General is the Executive Head of the Papua New Guinea Civil and Identity Registry (PNGCIR) who is in charge of all administrative and policy matters pertaining to the nationwide operation of the PNGCIR. This responsibility includes providing operational management and leadership over all operations in the civil and identity registration and vital statistics space at national, provincial and district levels of government in Papua New Guinea and implement the government's policy direction to have all citizens registered with their personal civil and identity information collected, processed and stored on the National Register through the National Identity Document (NID) Project which is a special Purpose Vehicle for PNGCIR.

The basis for the Office of Registrar General is Section 208B of the Constitution and Section 20 of the *Public Services (Management) Act 1995*.

Notification of a Vacancy under the *Public Service (Management) Act 1995* and *Regulatory Statutory Authority Act 2004*—continued

Principle Accountabilities:

1. The incumbent reports directly to the Minister responsible for the Civil and Identity Registry matters concerning the nationwide rollout of the civil and identity registration ecosystem. This would also include the current NID Project.
2. The Registrar General is the custodian of the National Register which is a national security asset and is responsible for this to the National Executive Council through the Minister responsible.

Major Duties:

1. The Registrar-General is responsible to the government to primarily ensure the National Register of the country is up to date and accelerate roll out of the civil and identity registration and the issuance of the National Identity Documents stipulated in the SPA8 DP8.3 of the Medium-Term Development Plan IV (2023-2027) through the following strategies:
 - i. Provide effective management and use of assets, funds and human resources and reporting of such.
 - ii. Lead timely appointment of Provincial and District Registrars and establishment of Provincial and District Civil and Identity Registry Offices.
 - iii. Recruitment of adequate number of officers to deliver the National Government's Policy on civil and identity registration and vital statistics;
 - iv. Provide effective management, allocation of PNGIR assets to provinces and districts and accountability of such. This includes annual audits of the financial records by the Auditor General.
 - iv. Provide effective management, allocation of PNGCIR assets to provinces and districts and accountability of such. This includes annual audits of the financial records by the Auditor General.
 - v. Provide timely ongoing maintenance and upgrade of the civil and identity registration services software and any other associated software containing citizens personal identity information in relation to birth, adoption, legitimation, marriage, divorce or death.
 - vi. Find innovative ways to move PNGCIR from the current analogue domain into the digital arena which includes sharing of approved public domain citizen data from the National Register to the NID Data base for the digital government applications.
 - vii. Responsible for the PNGCIR archives which stores in hard copies and soft copies of civil and identity information used for registration.

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 accordance with *Public Service Management Act* and *Regulatory Statutory Authority Act*.

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

Knowledge:

- Adequate knowledge of the PNG Constitution, *Public Service (Management) Act 1995*, *Public Finance (Management) Act 1995*, *Civil Registration Act* (Chapter 304) and *Public Service General Orders*;
- Adequate knowledge of the government systems, procedures and practices of the Public Service.
- Department policies and enabling legislations
- OLPLLG
- Institutional and systems knowledge on civil registration, identity management and vital statistics.

Notification of a Vacancy under the *Public Service (Management) Act 1995* and *Regulatory Statutory Authority Act 2004*—continued

Skills

- Excellent command of oral and written English
- Management and Supervisory skills
- Analytical and evaluation skills
- Interpersonal relationship skills
- Professional Expectancy
- Government Leadership and Reporting skills

Work Experience:

- Five (5) - ten (10) years or more in the senior management level in the Public Service
- Five (5) - ten (10) years in Civil and Identity Registry related Activities.

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 investigation 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 Insurance Commissioner 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 Notes:

Applicants are to obtain 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.