



National Gazette

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[2024

NOTIFICATION OF A VACANCY UNDER THE *PUBLIC SERVICE (MANAGEMENT) ACT OF 1995*

SECRETARY—DEPARTMENT OF TRANSPORT

EXECUTIVE LEVEL 5 — PSL 9

The Government and the National Public Service are equal opportunity employer 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, 24th May, 2024 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 and hand delivered the hard copies.

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 *Public Service (Management) Act of 1995* —continued**APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—**

Government Gazette Number: Position Number: EX-001
 Date of Gazette: Position Title: Secretary – EX5

(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:—**

- Relevant Masters or Post-graduate academic qualification from Tertiary Institutions (supported by copies of Degrees, etc.)
- Vocational and Management Qualifications relevant to this job (supported by copies of certificates)
- All copies of qualifications must be stamped & 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 four (4) referees in the past and current employment must be provided as well as two (2) current professional references and two (2) character references attached to the application.

Job Outline:**Purpose:**

To administer the operations of the Department of Transport, ensuring that the Minister for Transport and the Government is provided with professional and technical advice on matters relating to infrastructure maintenance, developments and plans including proposed policies and legislations covering land, water and air transportation.

Accountabilities:

- i. Prepare Annual Budget Estimates for the Department of Transport.
- ii. Ensure professional and technical advice on matters relating to all modes of transport including policies and legislations through the Minister for Transport.
- iii. Coordinate advise to the Minister for Transport on all issues relating to transportation, infrastructure, technical assistance by Donor Agencies and the overall performance of the Department.
- iv. Ensure the effective dissemination of Government Policy and Legislation to the Department Staffs.
- v. Develop transportation and infrastructure policies and legislation for all modes of transport in PNG
- vi. Ensure Government decisions and Policies are effectively implemented, monitored and evaluated to achieve overall Government Objectives for the Transport Sector.
- vii. Ensuring affordable, effective and efficient transport service and infrastructure is provided to the travelling public.

Notification of a Vacancy under the *Public Service (Management) Act of 1995* —continued**Major Duties:**

1. To provide strategic leadership and administration to manage, organize and control the overall operations of the Department of Transport to ensure maximum performance is achieved through its approved functions.
2. Develop broad policies in relation to governance, research, programmed or study, infrastructure and staffing for national transport sector.
3. Provide professional and technical advice to the Minister and the Government on Transport issues.
4. Documentation of Annual Activity Plans and formulation of Provincial Development Plans.
5. Provide overall management and administration of all policy and technical functions and responsibilities for effective and efficient outcomes.
6. Exercise the Powers and Authorities under the relevant Legislations.
7. Exercise the Powers and Responsibilities as development from the Secretary Department of Personnel Management.
8. Review and take account of political, economic and social trends and advise the Minister on course of action relation to transportation.
9. Attend meetings as *ex-officio* of Transport Sector organizations.
10. Evaluate transport projects proposals to ensure compliance with relevant policies & Acts.
11. Ensure that safety and compliance is maintained in all modes of transport and relevant routine audits are conducted in line with transport legislations.
12. Maintain continuous liaison and update of all relevant conventions which the Department is a member to ensure global standards are upheld.
13. Implementing the National Public Services Ethics and Value-Based Executive Leadership and Management Capability Framework.
14. Implementation of the GESI Policy in the Department and mainstreaming in Provincial programs and project planning.
15. Review of organizational structure and develop a monitoring and evaluation systems.
16. Build capacity for DDA and establishment of city commission.

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 Section 31A of the *Public Services (Management) Act 1995* (as amended) and relevant Regulations.

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

Knowledge:

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- Thorough knowledge of public administration, political issues and economics.
 - Sound knowledge of *Public Service Management Act*, *Financial Management Act* and other relevant transportation legislations including Government Policies.
 - Adequate knowledge of the government systems, procedures and practices of the Public Services.
 - Knowledge of corporate Governance, business and public sector financing models.
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Notification of a Vacancy under the *Public Service (Management) Act of 1995* —continued**Skills:**

- High level of Management and Supervisory Skills
- Competent Communications Skills (written and verbal).
- Have better understanding of Planning Processes and Planning Skills .
- Have Strong Analytical Skills.
- Excellent computer usage and applications skills
- Administration (HR/Finance) management and budgeting skills.
- Have a better interpersonal and public relations.

Qualifications:

Approved Degree in Economics and Masters in Business Administration or relevant Degree qualification obtained from one of the recognized universities.

Work Experience:

- Must have 5-10 years of Senior Management experience, preferably in the public sector.
- Senior Management within the Transport Sector and Industry is an advantage.

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 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 strong nature to maintain a firm position on principle and policy and to uphold the Code of Public Service Business Ethics and Conducts.

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 and submit all relevant documents with the full completed application before the closing date.

Authorized by:

T. SANSAN (Ms),
Secretary,
Department of Personnel Management.