



National Gazette

PUBLISHED BY AUTHORITY

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

No. PS. G13] PORT MORESBY, THURSDAY, 24th OCTOBER [2024

NOTIFICATION OF A VACANCY UNDER THE *PUBLIC SERVICES (MANAGEMENT) ACT 1995 & REGULATION NO. 7 OF 2014*

SECRETARY—DEPARTMENT OF WORKS & HIGHWAYS

EXECUTIVE LEVEL 5

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 Division

Email: exrecruit21@gmail.com

Closing date: Friday 8th November, 2024 at 4:06 pm

Two (2) signed copies of 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.

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—

Government Gazette Number:	Position Number:	DOWH EX—001
Date of Gazette:	Position Title:	Secretary—Executive Level 5

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(1) Personal Particulars:—

Surname: _____ Other Names: _____
 Contact address, telephone number and email address.

(2) Employment History:—

Current Employer: _____ Location: _____
 Current Position: _____ Position Reporting to: _____
 Remuneration in Current Position: _____

Employment History for at least 10-15 years containing brief description of each level of accountability (supported by relevant certificates of employment or employer references were available).

(3) Qualifications for this Job:

- Academic qualification from Tertiary Institution (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 completion).
- 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 the job and why you should be selected for the advertised position.

(5) Referees

Names of two (2) persons 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:**

Reporting to the Minister, the purpose of the position of Secretary is to be the premier strategic policy advisor on all matters relating to public works and roads to the Minister and the National Executive Council. Leads and direct the implementation of the **Connect PNG Economic Road Transport Infrastructure Development programme 2020-2040 (Connect PNG)**, the **National Road Network Strategy 2018-2037 (NRNS)**, the **DOWH Corporate Plan**, the **Road (Management and Fund) Act 2020**, and other key Government Institutional reforms in the road sector by providing strategic leadership to the Department of Works and Highways, in its role as the sole road authority for the National Road Network, and as a key provider of non-road rural infrastructure and building services.

Major Duties

1. Provide strategic evidence based-policy advice to the Minister and the NEC on key road sector issues, financing, plans and programs and the implementation of the **DOWH Corporate Plan**, **Connect PNG**, and the **National Road Strategy**, the **Road (Management and Fund) Act 2020**, and the **Connect PNG (Funding and Implementation Arrangements) Act 2021**.
2. Lead the development and implementation of strategic policy direction for the road sector and ensure it is in line with national economic development strategies & broader transport policy and that it contributes to the economic development of PNG, and in this regard provide advice and technical support to road authorities.
3. Lead high-level engagement and financial negotiations with strategic partners including the PNG Road Fund and development partners, in conjunction with the departments of Treasury, national Planning and Finance for long term multi- year road financing options in line with the **Connect PNG (Funding and Implementation Arrangements) Act 2021** and the **Road (Management and Fund) Act 2020**.

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4. Lead as the Chairman of the Board, the PNG Highways Corporation as the operational implementation vehicle for the Connect PNG Program and ensure it achieve its goals.
5. Oversight the development of road and other infrastructure design standards to ensure the highest level of infrastructure design and resilience in line with world class best practice along with effective compliance mechanisms to ensure full adherence to the standards.
6. Lead and provide strategic oversight for the establishment and implementation of a national contractor capacity development strategy to enhance participation of national contractors in road construction and maintenance programs.
7. Build strategic relationships with Provincial Administration and District Development Authorities to ensure full implementation of the relevant areas of the *Road (Management and Fund) Act 2020*, *Connect PNG* and the *National Road Network Strategy*.
8. Review and take account of political, economic and social trends and advice the Minister on action as required to ensure that the Department organization, functions, policies, and activities continue to meet Government Policy and the needs to PNG.
9. Deliver effective building and architecture services in line with the Building Act and deliver rural non-road public infrastructure services, in conjunction with Provincial and district authorities, in line with the Government rural development priorities.
10. Ensure the Department is effectively managed and developed to ensure the highest level of organisation and staff performance.
11. Ensure the Department is effectively managed and developed to ensure the highest level of organisational and staff performance.

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 Section 31A of the *Public Services (Management) Act 1995* 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.

Skills

- Demonstrate executive level experience in the review, planning, design, development, financing and delivery of large scale infrastructure programs, projects, functions and services.
- Demonstrated ability to operate effectively in a highly dynamic and fluid policy and legislative environment in an organization that is transforming for a conventional public service environment of a more commercial focused and dynamic business environment while subjected to multiple financing, staffing and policy challenges.
- Demonstrate leadership skills and extensive experience in driving developing and maintaining strategic collaborate relationships with public agencies. Civil society groups, private companies, and development partners to achieve the Departments goals and objectives set out in applicable legislation, the Departments Corporate Plans and Policies.
- Demonstrate extensive level experience in public policy review and development including developing associated policy documentation and implementation strategies.

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- Highly developed interpersonal skills, including public speaking skills, negotiation skills, advocacy skills and a demonstrated ability to communicate and negotiate effectively with a diverse range of groups and prepare high quality reports and business cases.
- Highly developed competence with a range of computer software programs, including Word, Excel, and PowerPoint and any applicable specialist programs.
- Strategic Management and Leadership Practice.
- Demonstrated executive level experience in project management and strategic corporate planning and strong track record of leading the development of corporate and divisional workplans and associated implementation measures, including monitoring and evaluation.
- Demonstrate executive level experience in providing policy advice on public infrastructure functions and services to executive level management in government agencies and large private sector organizations including negotiating optimal outcomes to complex policy issues.
- Extensive experience in developing, managing, implementing and delivering organizational change and reform to build highly collaborative and productive organizational cultures.
- Demonstrated executive level experience on governance and risk management and the ability to implement the highest level of effective governance in the workplace and obtain the commitment of staff to the highest levels of integrity and governance.
- Effective Communication skills.

Knowledge:

- Thorough understanding of transport economics and road financing sector policy issues in PNG and Government Road sector initiatives, including detailed knowledge of *PNG Road (Management and Fund) Act 2020, and the PNG National Road Network Strategy, Connect PNG, the National Transport Plan, the Public Finance (Management) Act and its Regulations and Orders, the National Procurement Commission Act* and other applicable legislation and Government Policy or the capacity to obtain that knowledge.
- Knowledge of strategies issues in Transport Sector Infrastructure Development.
- Knowledge of whole of Government Framework and applicable legislation.

Qualifications:

Master Degree in Public Administration, Business Management, Finance, Economics, Civil Engineering or related field from a recognized university. Additional post graduate qualification in transport policy or Master of Business Administration will be highly regarded.

Work Experience:

- Man management with minimum of ten (10) years work experience at the executive management in managing the complex large multidimensional programs within the public sector agencies or private sector relevant to this role.
- Experience in sound financial budgeting and procurement management procedures.

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.

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- (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 to maintain a firm position on principle and policy and to uphold the Public Service Business Ethics and Conduct.

Age and Health:

- (i) Satisfy basic health and fitness requirements for occupancy of an agency head position, as determined by the Secretary for Health and certified by a medical officer appointed by /approved by the Secretary for Health.
- (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 and submit all relevant documents with the full completed application before the closing date.

Authorized by:

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