



National Gazette

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[2025

NOTIFICATION OF A VACANCY UNDER THE *PUBLIC SERVICES (MANAGEMENT) ACT 1995 AND
THE PAPUA NEW GUINEA CONSTITUTION*

CHIEF EXECUTIVE OFFICER – NATIONAL OFFICE OF CHILD & FAMILY SERVICES

EXECUTIVE LEVEL 4

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 the 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 21st March, 2025 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 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 *Public Services (Management) Act, 1995*
and the Papua New Guinea Constitution—continued**

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

Government Gazette Number:	Position Number:	NOCFSCEO EX. 001
Date of Gazette:	Position Title:	CEO - Executive Level 4

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

(2) Qualifications for this Job

- Academic Qualification from Tertiary Institutions (supported by copies of Master/Degree/Diploma Certificates & academic transcripts).
- 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).
- Certificate copies must be Commissioned by a practicing lawyer and signed/stamped by a Commissioner for Oaths.

(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 Chief Executive Officer is responsible to the Minister for Implementation of National Child Protection Policy 2017-2027 and *Lukautim Pikinini Act 2015*. Provide Strategic Leadership and oversee the operations of the Office. To manage, control and coordinate the functions and resources of the National Office & family Services.

Accountabilities:

The Chief Executive Officer's accountabilities are detailed below:

- Accountable to the Minister on all Policy or Act review matters
- Effective Management of *Lukautim Pikinini Act 2015* and other enabling legislations.
- Effective Management of Personnel and finance for National Office for Child and Family Service.
- Implementation of National Child Protection Policy 2017-2027 and *Lukautim Pikinini Act 2015*.

**Notification of a vacancy under the *Public Services (Management) Act 1995*
and the Papua New Guinea Constitution—continued**

Major Duties

- . Principal advisor to the Minister on Child & Family Protection Services
- . Manage the secretariat of the Office
- . Advise National Child and Family Services Council on matter concerning the Office.
- . Shall perform the duties required of him under the *Lukautim Pikinini Act 2015*
- . Overall operations of the Office fully achieve the objective.
- . Advise the Minister on the progress of the Officer's program and activities.
- . Oversee the preparation of the annual PIP and recurrent budget.
- . Oversee the preparation and completion of the Office's annual report to be represented to the Minister.
- . Attend meetings relating to office matters both locally and internationally.
- . Prepare and present ministerial briefs on all activities of the office from time to time.
- . Take the lead in networking, promoting and disseminating information about the office.

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 *Public Services (Management) Act 1995 and Regulation 5,6, of 2003*

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

Skills and Knowledge

The ideal candidate must have the proven skills, experiences and competencies gained covering the following areas:

- . Man management with minimum of three years at a level not lower than Deputy Secretary, Deputy Director General or deputy Managing Director or deemed equivalent level in a private sector organization.
- . Strong knowledge of investigatory, analytical and leadership responsibilities.
- . Policy formulation and Development, strategic/corporate planning and project management, and
- . Financial Budgeting and manpower planning and
- . Negotiation and public relations skills with an ability to make convincing public presentations of technical information.
- . General knowledge of the Government Political Structures and administration systems, the Constitution, the Organic Law on Provincial and Local Level Government and knowledge of the *Public Finance Management Act*, and the *Public Service Management Act*, the Public Service General Orders and fully conversant with the *Lukautim Pikinini Act 2015*, DPM Circular Instructions, Central Supply and Tenders Board and other Relevant Laws such as the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004*.

Qualifications

Possess a minimum tertiary qualification of a Bachelor's or Master's Degree in Public Administration, Public Policy Management, Human Resource Management, strategic Management or Public Policy Analysis 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 services intermediate management program.

**Notification of a vacancy under the *Public Services (Management) Act 1995*
and the Papua New Guinea Constitution—*continued***

Good Character

- 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.
- 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.
- Free of outstanding investigations or disciplinary proceedings under any law.
- 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 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 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. The incomplete application will be eliminated.

Authorized by:

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