



National Gazette

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[2025]

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

DIRECTOR - NATIONAL INTELLIGENCE ORGANIZATION (NIO)

Executive Level 4

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:

Secretary,
Department of Personnel Management
P.O. Box 519
WAIGANI,
National Capital District.

Attention: Executive Manager - Executive Search & Appointments

or

Email Date: executiverecruitment@dpm.gov.pg

Closing date: Friday 09th May, 2025 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.

Notification of a Vacancy under the *Public Services (Management) Act 1995* & *Public Services (Management) (Employment of Departmental Heads) Regulation No.7 of 2014*

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—

Government Gazette Number:	Position Number:	IODG 001
Date of Gazette:	Position Title:	Ex Level 4

(1) Personal Particulars:—

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

(2) Employment History:—

Current Employer:	Location:
Current Position:	Position Report to:

Remuneration in Current Position:

Employment History for at least the past 10-15 years' experience in the Public Service and 6 years at the Deputy Managing Director, Deputy Secretary or Deputy Provincial Administrator or at the senior management level. General understanding of the main functions of the National Intelligence Organization (NIO) is desirable.

(3) Qualifications for this Job:—

- Academic Qualifications obtained from Tertiary Institutions (supported by copies of Degrees, etc).
- Vocational and Management Qualifications relevant to this job (supported by copies of certificates).
- Training Course relevant to this job (stating institutions, length of course and year completed).

(4) Claims to the Job:—

State your claims for the job and why you should be selected for the advertised position.

(5) References Referees:—

Two (2) professional and two (2) character references are required as well as names of three persons in the past and current employment must be provided.

Job Outline

Purpose: Lead and provide the vision and strategic direction for the Papua New Guinea National Intelligence Organization in achieving and fulfilling its mandate in accordance with the *NIO (Amendment) Act of 2002* and the National Government Security Policy Framework.

Major Duties:—

- As Chief Executive Officer of the PNG National intelligence Organization, provide overall leadership, direction and management of its operations in accordance with its mandate under the *NIO (Amendment) Act 2002* and National Security Policy Framework;
- Responsible for the sound, effective and efficient management of the human, financial and other capital resources to ensure that the Organization's goals, objectives and mandate are achieved or realized;
- Oversee and direct the collection, collation and processing exercise of intelligence information on issues or matters affecting peace, good order, socio-economic trends, national Security and Sovereignty of PNG;
- Make enquiries and provide assessment, forecasts and reports on domestic, regional and global issues and matters, considered, that affect PNG's internal security and natural interest;

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- . As and when required brief the NEC and National Security Council on important national security issues and intelligence gathering operations concerning these issues;
- . Advise the Prime Minister and intelligence matters which, threatens the national interests, and equally such information should be brought to the notice of the leader of the operation;
- . Exercise discretion; keep Provincial Authorities informed of the security situations of the respective provinces and to liaise with them on internal intelligence matters.
- . Initiate and direct liaison and cooperation with heads of sister foreign intelligence services as approved by the Prime Minister and represent the National Security Interest in Bilateral, regional and other international meetings where PNG's interest extend, and;
- . Provide briefs and reports to National Security Advisory Council as required.
- . Take all steps necessary to ensure that:
 - a) The work of the Organization is transmitted to where it is necessary for, in turn, discharging of its objectives and functions;
 - b) The Organization is kept neutral from any Influences arising outside of its mandated functions, and;
 - c) And that nothing is undertaken to promote or protect the interest of any segment of the community or groups or any matters other than the discharging of its functions

Selection Criteria:

Recommendations will be based on the relative merits and applicants assessed against the following criteria. Applicants should ensure that they address these criteria in their applications.

Minimum Person Specification in accordance with Regulation 6 of 2003

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 Experience:

Work experience: Substantial relevant professional experience in strategic development, corporate planning, and management and leadership at a senior level. Experience could be in the public or private sectors, however, for applicants with a private sector background experience at a senior level with government and / or the public sector would be highly desirable.

Strategic Planning: A demonstrated knowledge/understanding at a senior executive level of strategic development and planning, corporate, business and workforce planning, and a working knowledge of government processes at a parliamentary and cabinet level. Work effectively with NIO senior management to identify NIO's strategic goals in order to implement government policy. Lead the provision of constructive analysis to support the decision making process within NIO in the execution of NIO priorities and to support the Prime Minister.

Communication skills: Highly developed communication skills. Liaise and negotiate effectively internally and externally on complex on complex matters. Chairs internal and external meetings. Lead consultations and use presentations/meetings to influence group conclusions. Extensive presentation and facilitation skills. Able to provide feedback on complex issues and clear team briefs/correspondence and other written documents.

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Policy analysis and development: Highly developed policy writing and analysis skills. Provide feedback on and clear policy/technical documents and make sound policy/technical judgements. Develop policy solutions to serve the government while demonstrating public service standards of integrity.

Teamwork: A high level of motivation and the ability to lead diverse multi-stream teams to success. Able to work well with colleagues and share relevant information within the Organization and other stakeholders. Readily identify the development needs of a team and lead the expansion of capacity and capability within the Organization. Be able to mentor staff and provide a positive learning environment.

Stakeholder relationships: Deliver clear and effective advice to stakeholders. Represent and promote NIO and ensure proactive engagement with all stakeholders.

Workload and time management: Able to identify team priorities and effectively manage a large team with multiple and often competing priorities.

Leadership: Demonstrate personal qualities of honesty, fairness and professionalism and be able to communicate to Divisional Management and staff how to work of the Divisional support NIO's broader strategic goals, provide feedback to staff and deal with conflicts amongst team members in a constructive manner. Involves the team in identifying and developing Branch priorities. Demonstrates insight and vision in providing solutions for a range of problems and ability to effectively implement change. Acts as a positive role model for other staff.

Knowledge

General Knowledge of the Government political structures and administration systems, the PNG Constitution, the *National Intelligence Organization Act*; Internal National Intelligence Organization Policies and Procedures, other Statutory regulations and administration systems, the *Public Finances (Management) Act* and its Financial Instructions, the *Public Services (Management) Act 1995* and its Public Services Regulations, the Public Service General Orders 4th Edition, *Regulatory Statutory Authority (Appointments to Certain Offices) Act 2004* and other relevant laws applicable to NIO.

• Good working knowledge of the economic and political structure and system of PNG.

Qualifications

A Postgraduate degree or Masters Degree in Business Administration, Public Administration, Management, or Public Finance as required under the National Strategic Plan Taskforce Papua New Guinea's vision 2050'. Membership of appropriate professional organizations.

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*.

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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 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 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,
Secretary,
Department of Personnel Management.