



National Gazette

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[2025

NOTIFICATION OF A VACANCY UNDER THE *INTERNAL REVENUE COMMISSION ACT 2014* AND
THE *REGULATORY STATUTORY AUTHORITIES (APPOINTMENT TO CERTAIN OFFICES) ACT 2004*

COMMISSIONER CORPORATE SUPPORT SERVICES WING

INTERNAL REVENUE COMMISSION (IRC)

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 and address for Applications to:

The Secretary
Department of Personnel Management
PO Box 519
WAIGANI,
National Capital District

Attention: Executive Manager – Executive Search & Appointments

OR

Email: executiverecruitment@dpm.gov.pg

Closing Date: Friday 4th July, 2025

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 *Internal Revenue Commission Act 2014*, and the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004*

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—

Government Gazette Number:	Position Number:	12IRC00002
Date of Gazette:	Position Title:	Commissioner, Corporate Support Services Wing

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

(2) Qualifications for this Job:—

- Academic Qualifications obtained from Tertiary Institutions (supported by copies of Degrees & Masters Certificates and academic transcripts).
- 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).

(3) Claims to the Job:—

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

(4) References:—

Names of three persons in the past and current employment must be provided as well as three (3) Character References and three (3) Professional References from previous and current employers confirming managerial competence and achievements (must be within the last two (2) years).

Job Outline

Purpose: Provide strategic direction and management to the Corporate Support Services Wing and as a member of the Commission (Board) / Executive Management assist the Commissioner General with the overall governance and management of the Commission under the direction of the Commissioner General.

Accountabilities:

1. Oversee the administration of the corporate finance and accounting services.
2. Oversee the administration and maintenance of the operations and security of the IRC ICT systems and network infrastructure and provide database management.
3. Be responsible for the development and maintenance of the ICT strategic plan and related policies and procedures;
4. Oversee the development and administration of the current HR management policies and procedures;
5. Manage and administer an efficient information and document management system and archiving process within;

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6. Administer and manage budget and the upkeep of institutional houses and houses allocated under the MOU's with Provincial & Local Level Governments;
7. Oversee the development, management and administration of the centralized procurement services for IRC;

Major Responsibilities:

1. Be responsible for the development of innovative ICT solutions to support future business needs;
2. Be responsible in providing cost-effective ICT services and infrastructure that are fit for purpose to support IRC's strategic goals;
3. Provide and maintain business applications and their further development that meets the IRC business needs;
4. Be responsible to provide and coordinate training and development for the IRC Staff;
5. Provide leadership and oversight on the administrative support services to the IRC;
6. Be responsible to develop the strategies and action plans to ensure office space availability for IRC and staff housing;
7. Provide support and guidance to IRC business units in proper use of and feedback on facilities and office management services availability and quality;
8. Provide leadership and direction to direct reports.
9. Provides regular quantitative and qualitative reports as required by the corporate planning cycle and relevant stakeholders;

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 *Regulatory Statutory Authorities Act 2004*

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

Knowledge

- Extensive knowledge of *PNG Finance Management Act* and Regulations, *National Procurement Act*, *Public Service General Orders*, *Employment Act*, *National Information and Communication Technology Act 2009* or the ability to quickly acquire it.
- Executive and administrative ability of a very high order.

Skills

- High level interpersonal skills with demonstrated ability to collaborate and influence others.
- A strategic thinker able to make connections between strategy and operational activity and understand the implications for the business area.
- Excellent communicator, able to tailor communication to effectively fit the audience.

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- Values and encourages diversity of thought, experience and ways of working to drive outcomes.
- Highly skilled in planning and organizing.
- Well-developed problem solving and critical thinking ability.
- Achievement focused, driving for results and continuous improvement.
- Role models desired behavior and attitude in what they say, do and the standards they set.

Qualifications

- Appropriate University degree qualifications preferably in Accounting, Finance, Business Management or similar.
- Masters in Business Management / Administration or similar highly desirable.

Work Experience

- Extensive executive management experience (10+ years) in a large public sector agency or private sector in a Corporate Service environment.
- Significant experience in a people leadership position, with solid experience in coaching and mentoring and developing and managing high performing teams.
- Experience in successfully developing and translating strategic objective and high-level plans into tangible actions and outcomes that can be implemented.
- Significant experience in planning, prioritizing and making decisions in an environment of competing demands and pressures.
- Successful experience managing and monitoring delivery of multiple projects/initiatives and/or work programs.
- Has led the development of innovative and best practice systems, tools and services that position the organization for success.
- Proven experience as a member of a senior leadership team, contributing to collective decision making.

Good 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.

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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 and Proxy to the Board,
Department of Personnel Management.

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