



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 TAX ADVISING & 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.

With clear communication and well-developed relationship management, the Commissioner works closely with the Commissioner Operations, together creating a culture of high performance and continuous improvement. The Commissioner will ensure processes, systems and instructions are fit for purpose and connected with other IRC divisions.

Notification of a Vacancy under the *Internal Revenue Commission Act 2014*, and the *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004*

The Commissioner ensures that there is training, development and tools to build and maintain a skilled and knowledgeable workforce known internally and externally for quality, fairness, and integrity.

Accountabilities:

1. Responsible for the overall Tax Advising and Service Wing budget.
2. Develop the KPI's relevant for the Tax Advising and Service Wing responsibility areas in consultation with the relevant stakeholders;
3. Initiates and leads the business process improvement projects in Tax Advising and Service Wing areas of responsibility within the IRC strategic plan;
4. Be responsible to develop and maintain the expertise on all tax types implemented in PNG;
5. Be responsible to provide interpretation on the tax laws for the IRC and external stakeholders;
6. Be responsible to develop policy approaches based on the analysis of the policy decisions (thresholds, rates, exemptions) and specifics of different industry segments;
7. Be responsible to provide advice on tax policy proposals made by internal and external stakeholders;
8. Be responsible to develop and maintains strategies, policies, procedures and service standards required to fulfill Tax Advising and Service Wing mission;

Major Responsibilities:

1. Participate on behalf of PNG and the IRC in relevant tax related international forums and in tax treaty negotiations;
2. Represent the IRC in relevant tax related domestic forums;
3. Provides advice on complex tax technical issues (including objections and tax exemptions)
4. Represents IRC in litigation and other legal processes;
5. Identify, develop and deliver training and awareness for IRC managers and staff in the area of expertise of the Tax Advising and Service Wing;
6. Develop, review and maintain the manuals and guidance materials prepared for the tax operations;
7. Develop, review and maintain the information and education materials for taxpayers;
8. Develop, maintain and implement IRC's Taxpayer service strategy;
9. Assist in the development of the IRC Compliance Management Program;
10. Provide regular quantitative and qualitative reports as required by the corporate planning cycle.
11. Provide secretarial support and the tax agent board.

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.

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Knowledge

- Thorough knowledge of Taxation legislation.
- Executive and administrative ability of a very high order.
- Ability to assist and give technical advice to the Government on all matters relating to Tax Operations.
- Extensive knowledge in the administration of a Taxation Organization and good experience in interpreting and application of taxation legislation.

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.
- 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 Law, Accountancy, Finance or Business Management.
- Master's 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.
- Experience in compliance environment.

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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.

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.