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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 OPERATIONS 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:	12IRC00005
Date of Gazette:	Position Title:	Commissioner Tax Operations 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 Referees:—*

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 Tax Operations 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.

The Commissioner leads five (5) divisions in the Tax Operations Wing to provide the Tax Operations tax technical expertise, leads the operational delivery of regional operations, services and processing, tax audit operations - SME, debt collections, large taxpayer services and any other specific taxpayer related treatments, and provides IRC HQ core Business Wings feedback on the effectiveness and efficiency of the policy decisions, taxpayer awareness, compliance related programs and the adequacy of the working environment, tools and guidance. He /She leads a large highly skilled team that supports this purpose.

With clear communication and well-developed relationship management, the Commissioner works closely with the other Commissioners 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.

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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 Operations Wing budget.
2. Be responsible in operationalizing the functional plans developed by Head Quarters;
3. Provide leadership and guidance in effectively managing the resources in such a way as to deliver the requirements of the Head Quarters functional plans, in line with the standards and procedures defined;
4. Be responsible for the Implementation of the IRC taxpayer operational activities which includes registration, processing, compliance, technical advice and other taxpayer services including awareness programs;

Major Responsibilities:

1. Represent IRC and engage with taxpayers and stakeholders in the community;
2. Provide feedback to the Headquarters on:
 - a. the adequacy of the business processes, standard operating procedures (SOPs) and other guideline materials;
 - b. the effectiveness of policy decisions;
 - c. the effectiveness of taxpayer awareness programs;
 - d. the effectiveness of IRC compliance program;
 - e. the effectiveness of the service charters.
3. Identify and request the required resources and training to deliver quality services to taxpayers;
4. Provides regular quantitative and qualitative reports as required by the corporate planning cycle;

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

- 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.

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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 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.
- Experience in compliance environment.

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.

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- (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.