



National Gazette

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[2025]

**NOTIFICATION OF A VACANCY UNDER THE NATIONAL MUSEUM & ART GALLERY ACT
1992, THE REGULATORY STATUTORY AUTHORITIES (Appointment to Certain Offices) Act 2004**

DIRECTOR

NATIONAL MUSEUM & ART GALLERY

EXECUTIVE LEVEL 5 – PUBLIC SERVICE LEVEL 9

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 the Applications to:—

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

Attention: Acting Executive Manager,
Executive Search & Appointments

OR

Email: executiverecruitment@dpm.gov.pg

Closing date: Friday 29th August, 2025 at 4:06pm

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.

Notification of a Vacancy under the *National Museum & Art Gallery Act 1992, the Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004—continued*

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.

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

Government Gazette Number: Position Number: NMEX-001
Date of Gazette: Position Title: Director - EX Level 5

Personal Particulars

Surname: _____ Other Name: _____
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 the past 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 Degree/Master 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 completed).
Certificate copies must be Commissioned by a practising lawyer and signed/stamped by a Commissioner for Oaths.

4. Claims to the Job:

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

5. 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 Director is the Head of the Institution (National Museum & Art Gallery) whose purpose is to provide leadership consistent with the *Public Services Management Act* 1995 (as amended). The *National Museum & Art Gallery Act* and the *General Orders* for the efficient management of the economic and administration of the office.

Major Duties and Responsibilities:

- Overseeing the strategic and operational management of Museum and Gallery.
- Developing and implementing programs that enhance the institution visibility and accessibility.
- Manage, direct and control all functions for the National Museum & Art Gallery within the Policy Guidelines laid down by the Board of Trustees from time to time;

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- Managing Financial Resources and fostering partnerships to supports its operations and mission.
- Preserving and curating the collections with highest professional standard.
- Responsible for the efficient and economic management of the National Museum & Art Gallery;
- Ensure smooth implementations of the National Museum and Art Gallery Policies consistent with directives given by the Government of the day.
- Establish overall research priorities and direct their implementations accordingly;
- Recommend new policy initiatives to the Board of Trustees from the National Museum & Art Gallery Staff;
- Responsible for all matters relating to recruitment, termination and disciplinary actions of the National Museum and Art Gallery staff;
- Prepare Annual Management Report for the National Museum & Art Gallery for tabling in the National Parliament.
- Provide effective liaison between the National Museum & Art Gallery and other semi-government and government organisations;
- Coordinate and ensure smooth administration of the *National Cultural Property (or Preservation) Act* and *War Surplus Materials Act*.
- Establish National and Provincial Infrastructures consistent with the Policies and the Laws of the Government.
- Make recommendations for the implementation of appropriate policies or directives as adopted by the *International Conservations (or status)* towards the preservations of the *Cultural Property Presevation* and the *War Surplus Materials Act*.

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 Authority 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:

The ideal candidate must have:

- Vast experience in Museum Administration;
- Extensive knowledge and experience in carrying out research on Anthropological, Archaeological and Biological fields, including extensive curatorial knowledge and experience in procedures is essential.

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Skills

The successful candidate must have:

- High level skills in management, policy, programs development, implementation, monitoring and evaluation.
- Ability to carry out research and prepare submissions.
- Proven leadership, organizational and team building skills.
- Demonstrated consultative, interpersonal and negotiation skills,
- Ability to motivate, influence and manage staff at all levels as well as prepare briefing papers and reports on periodic basis.
- Ability to work under pressure, must be innovative and able to and adapt to a changing world.

Qualifications

Minimum of a Bachelor's Degree in *History, Politics, Philosophy, Anthropology, Sociology*, or any of the related fields with Masters in Business Administration/Masters in Executive Management/Masters in HRM.

Work Experience

A minimum of seven (7) to ten (10) years' experience in a relevant role with organizational and leadership qualities of high orders.

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 investigations or disciplinary proceedings under my 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 and fitness requirements for occupancy of the Director position as certified by the registered medical officer.
- (ii) Not less than 35 years of age and not more than 65 years of age.

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SPECIAL NOTES:

Applicants are to obtain updated Police Clearances and Medical Certificates before the closing date and submit all relevant documents with the full completed application. The incomplete application will automatically be eliminated.

Authorized by:

TERENCE AVOA MOKA

President

National Museum & Art Gallery Board of Trustees.