

Notification of a Vacancy under the *National Statistical Services Act 1980* and the *Regulatory Statutory Authorities (Appointments to Certain Offices) Act 2004*—continued

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—

Government Gazette Number: Position Number: NSO 01
Date of Gazette: Position Title: National Statistician - Ex Level 4

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 current references attached to this application.

Job Outline

Purpose: The position's role will be to lead and manage the organization's daily operations and will ensure that all operational development matters including policies, strategies are developed and implemented. Operational programs, projects and activities are also developed and implemented. The position will also ensure that relevant advice on statistical matters are raised with the Minister responsible for the organization to oversee and intervene as and when required to ensure that the National Statistical Office maintains and performs at a professionally acceptable level at all times, instilling a corporate culture that will enable it to operate in accordance with its mandated mission.

Major Duties:

1. Provide over-all directions in the conduct of censuses and surveys;
2. Provide overall directions in the implementation of the *Statistical Services Act 1980* and related issuances and exercises technical supervision over the day-to-day affairs of the NSO;
3. Provides directions in the preparation and implementation of development plans of the agency;
4. Establishes linkages for technical and financial support from national and international organizations in the development of survey designs, methodologies, indicator systems, conceptual frameworks on emerging concerns and information systems;

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Major Duties—continued

5. Provides directions in the extension of technical assistance on statistics and civil registration matters to other local and national government agencies including those in the legislature, judiciary, academic and constitution bodies, and to international government agencies;
6. Provides direction in the formulation of policy towards internal efficiency including the conduct of stakeholders' analysis;
7. Provide directions in the conceptualization and promotion of agency products and services; and
8. Provide directions in the preparation implementation of gender and development programs of the agency.

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.

Skills and Knowledge

Possess proven skills, experiences and competencies gained covering the following areas:

- (i) Man Management with minimum of three (3) years at a level not lower than the Deputy Secretary, Deputy Director General or Deputy Managing Director or deemed equivalent level in a private sector organization; and
- (ii) Policy formulation and development, strategic/corporate planning and project management; and
- (iii) Financial budgeting and manpower planning; and
- (iv) Negotiating and public relations skills, with an ability to make convincing public presentations of technical information; and
- (v) General knowledge of the Government Political Structure and Administration Systems, the Constitution, the Organic Law on the Provincial and Local Level Government and knowledge of the *Public Finances (Management) Act* and the *Public Services (Management) Act 1995*, Public Services General Orders and fully conversant with the *Statistical Services Act 1980* and other relevant laws such as the *Regulatory Statutory Authorities Act (Appointments to Certain Offices)*

Qualifications

Must possess an appropriate Master's Degree or PhD preferably in economics, statistics or such other qualifications are acceptable. High administrative ability.

Work Experience

Must have minimum of 5-10 years in the executive level managerial position.

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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

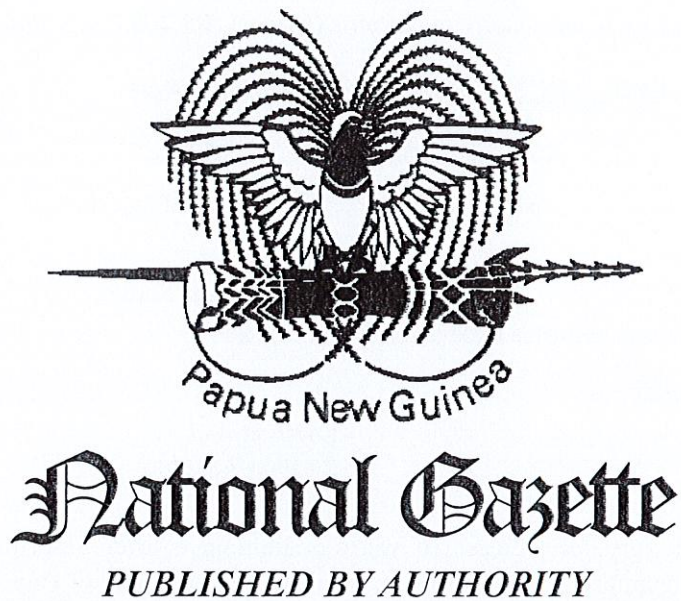
- (i) Satisfy basic health fitness requirements for occupancy of an agency head position, as determined by the Secretary for Health abd certified by a medical officer appointed by/approved by the Secretary for Health.
- (ii) Not less than 35 years of age and not more than 65 years of age.

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 be eliminated.

Authorized by:

T. SANSAN,
Secretary and Proxy to the Board,
Department of Personnel Management.



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NOTIFICATION OF A VACANCY UNDER THE *NATIONAL STATISTICAL SERVICES ACT 1980* AND
THE *REGULATORY STATUTORY AUTHORITIES (APPOINTMENTS TO CERTAIN OFFICES) ACT*
2004

NATIONAL STATISTICIAN - NATIONAL STATISTICIAN OFFICE

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:

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 22nd 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.

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.