

Notification of a Vacancy under the *Public services Management Act 1995 (As Amended)* and
Regulation 5 OF 2003—*continued*

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—

Government Gazette Number: Position Number: DH-EX-001
Date of Gazette: Position Title: Secretary - Executive Level 5

(1) Personal Particulars:—

Surname: Other Names:
Contact address, telephone number and email address:

(2) 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)

(3) 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).

(4) Claims to the Job:—

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

(5) Referees / References:—

Four nominated Referees are required with two (2) character references and two (2) professional references which one shall be from the current employer confirming managerial competence and achievements.

Job Outline

Purpose: The Secretary of the Department of Higher Education, Research, Science and Technology (DHERST) provides strategic leadership and execution strategies for the PNG higher and technical education sector within the available resources to ensure the achievement of the following goals:

1. “Best and productive human resources” under Pillar No. 1 of the PNG Vision 2050, on Human Capital Development, Gender, Youth & People Empowerment; and,
11. “I Provide a workforce that is professional and skilled by developing a coherent human resource development strategy” of the Medium-Term Development Plan.

Major Duties:

- I. To advise the Minister, after consultation with interested parties, on all matters concerning higher and technical education, or research, or science and technology.
- II. To implement the Papua New Guinea National Qualifications Framework in accordance with decisions by the Board.

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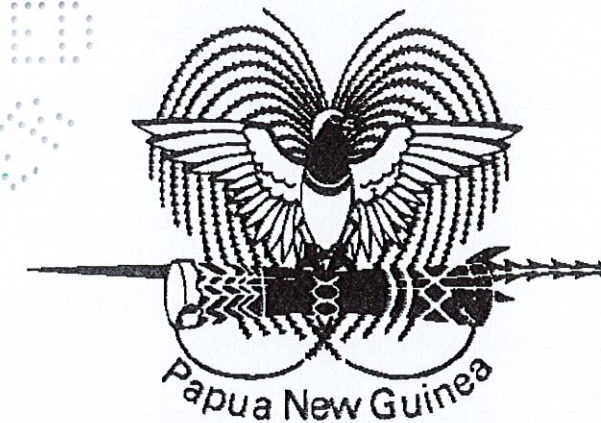
Special Notes:

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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NOTIFICATION OF A VACANCY UNDER THE *PUBLIC SERVICES MANAGEMENT ACT 1995* (As Amended) AND REGULATION 5 OF 2003

SECRETARY - DEPARTMENT OF HIGHER EDUCATION, RESEARCH, SCIENCE AND TECHNOLOGY
(DHERST)

EXECUTIVE LEVEL 5 - PUBLIC SERVICE LEVEL NINE (PSL 9)

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 28th 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.