

Notification of a Vacancy under the Organic Law on Provincial Governments and Local Level Governments and Public Service Management Act 1995—continued

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—

Government Gazette Number: Position Number: MAD-EX-001
 Date of Gazette: Position Title: Provincial Administrator - Ex.4

(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:

Responsible to the Madang Provincial Government through Provincial Executive Council for the administration of internal affairs, economic, social and infrastructure development of the province as well as efficient and effective management of the administration of Madang Province in carrying out its established functions and responsibilities.

Major Duties:

- a) Chief Accountable Officer
- b) Chief Advisor to PEC and Provincial Government
- c) Provides administrative direction and control over National and Provincial Government functions in the provinces, other than law and order, as prescribed by legislation and within policy guidelines
- d) Coordinates and monitors roles and functions of National Departments and Agencies operating within the province
- e) Coordinates policy formulationr planning and implementation under the direction of the Provincial Government and as required by Sections 25 and 106 of the Organic law.
- f) Direct the Provincial Administration activities and manage plans through Programme Managers and District Administrators g) Coordinate and direct administration activities and manage plans through Programme Managers and District Administrators

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Major Duties—continued

- h) Monitor and maintain efficiency and effective delivery of Government services
- i) Ensure National Government Policy is managed within the framework of Provincial Authority
- j) Liaise and constant consultation with Departments of Finance and Treasury on all Provincial Finance matters
- k) Performs other functions as prescribed by the Organic Law or by an Act of Parliament
- l) Other ad-hoc duties that arises as and when.

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 Regulations 5 of 2003

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. Government policies and practices in public sector management and reforms.
- II. Knowledge of corporate governance, business and public sector financing models.
- III. International developments and trends in higher and technical education.
- IV. International academic protocols relating to teaching, research, quality assurance and international regimes.

Qualifications

Possess a minimum tertiary qualification of Bachelor's Degree, or Preferably a Master's Degree in Public Administration, Political Science, Human Resource Management, Economics, Business or other relevant field from a recognized university, together with postgraduate management training relevant to the technical requirements of the position and a management qualification equivalent to the Public Services Intermediate Management Program.

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.

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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.

Printed and Published by C. Lenturut, Government Printer,
Port Moresby.—019.



National Gazette

PUBLISHED BY AUTHORITY

(Registered at the General Post Office, Port Moresby, for transmission by post as a Qualified Publication)

No. PS. G19] PORT MORESBY, TUESDAY, 5th AUGUST [2025

NOTIFICATION OF A VACANCY UNDER THE ORGANIC LAW ON PROVINCIAL GOVERNMENTS AND LOCAL LEVEL GOVERNMENTS AND PUBLIC SERVICE MANAGEMENT ACT 1995.

PROVINCIAL ADMINISTRATOR - MADANG PROVINCIAL ADMINISTRATION

EXECUTIVE LEVEL 4 - PUBLIC SERVICE LEVEL 8

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.