



National Gazette

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[2025

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

PROVINCIAL ADMINISTRATOR – HELA PROVINCIAL ADMINISTRATION

EXECUTIVE LEVEL 4 – PUBLIC SERVICE LEVEL 8

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: 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.

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:

HELA-EX-001

Date of Gazette:

Position Title:

Provincial Administrator: EX.4

1. Personal Particulars

Surname:

Other Name:

Contact address, telephone number and email address.

2. Employment History

Current Employer:

Location:

Current Position:

Position Reporting to:

Remuneration in Current Position:

Employment History for at least the past 10 years' experience in the Public Service and 6 years at the Deputy Secretary or Deputy Provincial Administrator or at the senior management level. General understanding of the Provincial and Local Level Government system in Papua New Guinea would be an added advantage.

3. 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).

All copies of qualifications must be stamped & signed by a practicing lawyer and 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. Reference/ Referees:

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

Job Outline:

PURPOSE:

Responsible to the Hela 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 Hela Province in carrying out its established functions and responsibilities

Major Duties:-

- a) Chief Accountant 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.

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

- e) Coordinates policy formulation, 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.
- 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) Management with minimum of three years at a level not lower than Deputy Secretary, or Deputy Managing Director or deemed equivalent level in a private sector organisation; 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 structures and administration systems, the Constitution, the *Organic law on the Provincial Government and Local Level Government and Knowledge of the Public Finances (Management) Act* and the *Public Services (Management) and the General Orders*.

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.

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

Character:

- (i) Of good character and repute, with no previous criminal record, and as witnessed by suitable references from at least three 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 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 Clearances and Medical Certificates before the closing date and submit all relevant documents with the full completed application.

Authorized by:

TAIES SANSAN (Ms.)

Secretary

Department of Personnel Management.