

Notification of a Vacancy under the *Regulatory Statutory Authorities (Appointments to Certain Offices) Act 1996—continued*

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

Government Gazette Number: Position Number: RSTI-001
Date of Gazette: Position Title: Chairman/Chief Executive Officer—Ex. Level 4

1. **Personal Particulars**

Surname: Other Name:
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 the past 10 years containing brief description of each level of accountability (supported by relevant certificates of employment or employer reference where available).

3. **Qualificationns for this Job**

- Academic Qualification from Tertiary Institutions (*supported by copies of Diploma's, Degrees and Masters certificates and 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).

4. **Claims to the Job:**

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

5. **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:

- Lead and manage the functions and resources of the Council and the Secretariat and to achieve the goals and targets of the Council and the Secretariate.

Principal Acocuntabilities:

- Sound Science Technology & Innovation (STI) advice to the Council, the Minister, and the Government
- Implementation of Council and Government decisions.
- Leadership and management of Council/Secretariat resources and
- Achievement of annual Goals and Targets.

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Major Duties:

- Provide strategic leadership on all RSTI matters for Papua New Guinea.
- Plan, organize and manage the resources of the Council and its Secretariat.
- Provide sound RSTI advice to the Minister, the Council and the Government.
- Plan and prioritize work programs, projects and work activities for the Council and the Secretariat and ensure implementation.
- Provide leadership and management directions in functional areas and aspects of the roles and responsibilities of the Council and its Secretariat, while ensuring that the STI sector in PNG is established and operational.
- Provide periodic reports, including performance reports, briefs and advice to the Council, Minister, Government and Parliament.
- Provide regular on-the-job training to subordinate staff.

Selection Criteria

Recommendations will be based on the relatives merits and 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 and with Regulation 5,6 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.

Knowledge:

- Good knowledge of government systems and procedures at a high level is essential.
- Knowledge of the *Science and Technology Council Act* and other relevant Acts in the Public Service is essential.
- Knowledge of the *Public Services (Management) Act*, the RSA Act and General Orders are essential.
- Knowledge of the *Public Finance (Management) Act* is desirable.
- Good knowledge of the Science, technology and Innovation framework is desirable.

Skills:

- Good communication skills, both oral and written, are essential.
- Computer skills, including Microsoft applications and AI, are essential.
- Leadership and management skills are essential.
- Interpersonal skills are desirable.
- Organizational skills are essential.
- Analysis skills are essential.
- Planning skills are desirable.
- Program development skills are desirable.
- Work with minimum supervision.
- Work under pressure.
- Work with other people.
- Attention to detail.
- Honest, reliable, trustworthy and committed to improving the science, technology and innovation regime in PNG and achieving results.

Qualifications

- Must have a PhD in Science or Technology, or Innovation or at least a degree in the field of Science and Technology from a recognized University.

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Work Experience

- Must have completed at least 30 years of relevant work experience, including research, science and innovation work with more than 10 years at the executive level adn in a similar organisation.

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

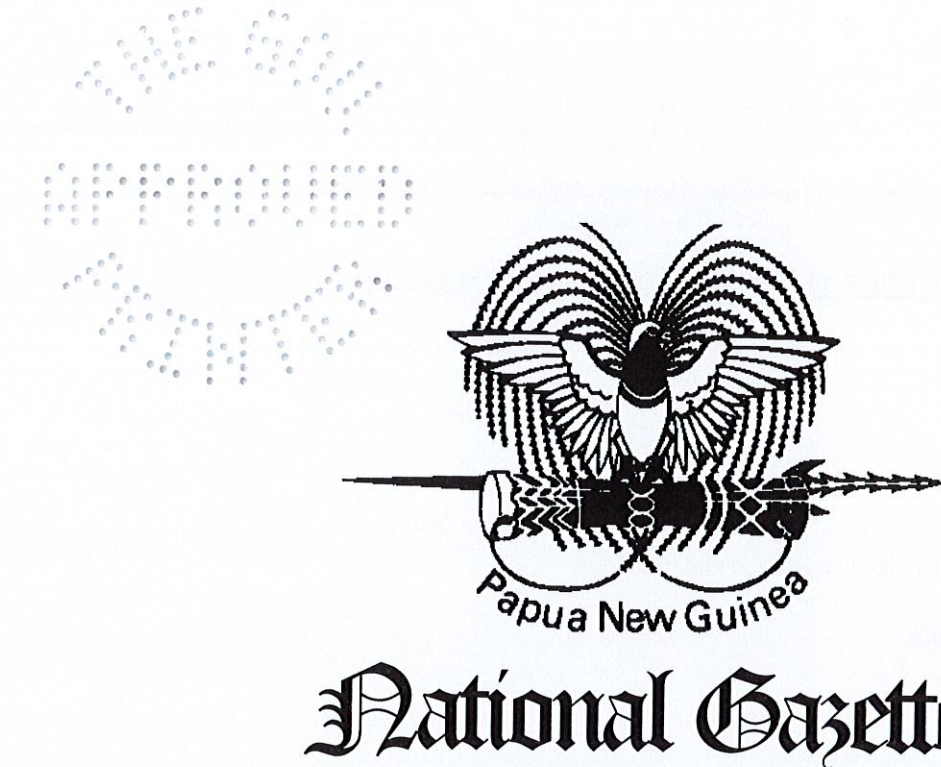
- (i) Satisfy basic health and fitness requirements for occupancy of an agency head position, as determined by the Secretary for Health and certified by a medical officer appointed by/approved by the Secretary for Health.
- (ii) Not less than 35 years of age and not more than 65 years of age.

SPECIAL NOTES:

Applicants are to obtain Police Clearances and Medical Certificates before the closing date ad submit all relevant documents with the full completed application.

Authorized by:

TAIES SANSAN (Ms.)
Secretary
Department of Personnel Management



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NOTIFICATION OF A VACANCY UNDER THE
REGULATORY STATUTORY AUTHORITIES (APPOINTMENTS TO CERTAIN OFFICES) ACT 2004

CHAIRMAN/CHIEF EXECUTIVE OFFICER
PNG SCIENCE & TECHNOLOGY SECRETARIAT

Executive Level 4

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:—

The 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 (2) 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.