



National Gazette

PUBLISHED BY AUTHORITY

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

No. PS. 26] PORT MORESBY, MONDAY, 27th OCTOBER [2025

**NOTIFICATION OF A VACANCY UNDER THE PNG NATIONAL AIDS COUNCIL ACT 1997 AND
THE REGULATORY STATUTORY AUTHORITIES (APPOINTMENT TO CERTAIN OFFICES) Act
2004**

DIRECTOR

PNG NATIONAL AIDS COUNCIL SECRETARIAT (NACS)

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:—

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 7th of November, 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.

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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.

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

Government Gazette Number:	Position Number:	NACS-EX-001
Date of Gazette:	Position Title:	Director - EX.Level 4

Personal Particulars

Surname:	Other Name:
Contact address, telephone number and email address.	

1. Employment History

Current Employer:	Location:
Current Position:	Position Reporting 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 from Tertiary Institutions (supported by Bachelors/Master's Degree 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).

3. Claims to the Job:

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

4. 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:

The Director position is established under Section 21 of the *National AIDS Council Act 1997 (as amended 2007)* as the Chief Executive Officer and head of service of the Council which is to manage and direct the affairs of the National AIDS Council Secretariat pursuant to the *National AIDS Council Act 1997* and Part VIII of the *Public Finances (Management) Act 1995*.

Accountabilities

- 1) The Director is accountable to the National AIDS Council for all services of the Council undertaken by staff of the Secretariat.
- 2) The Director is accountable for providing subordinate managers with unambiguous direction on the standards of behavior, conduct and performance outcomes expected for each position.

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- 3) The Director is accountable to the National Government as a Deemed Departmental Head so has responsibilities and duties as those of Departmental Heads under the *Public Services (Management) Act*, the National Public Service General Orders and the *Public Finances (Management) Act*, and the *NAC Act*.

MAJOR TASKS:

- 1) The Director shall exercise his/her duties and responsibilities as a Deemed Departmental Head in the public service as specified under the *Public Services (Management) Act 1995*, the National Public Services General Orders, the *Public Finances (Management) Act 1995*, the *NAC Act 1997*, and other relevant legislations and regulations;
- 2) The Director is responsible for the development, implementation, controlling, directing, coordinating and management of the work of the National AIDS Council Secretariat (NACS), and as directed by the National AIDS Council;
- 3) The Director is responsible for providing strategic advice to the NAC on issues to do with NACS and HIV and AIDS in the country;
- 4) Ensure that the human, financial and physical resources of the NACS are managed effectively and efficiently to achieve the Governments objectives for the coordination and management of HIV/AIDS in PNG;
- 5) Ensure the effective administration of the National AIDS Council Act, 1997, the *Public Finances (Management) Act 1995* and other public sector regulations;
- 6) Ensure staffs are held accountable for the professional application of Governance procedures, charters, schedules and responsibilities at all levels of management within the Secretariat.
- 7) Oversee the developments, implementation, monitoring and evaluation of the National HIV Strategy;
- 8) Oversee and direct the preparation of the National AIDS Council Annual Report and budgetary estimates;
- 9) Oversee and direct and preparation and implementation of the National AIDS Council Secretariat Corporate/Strategic plan and annual activity plans;
- 10) Ensure adequate resources are provided to enable the efficient operation of the National AIDS Council and its sub-committees;
- 11) Ensure that that national AIDS Council Secretariat operates within its annual Budget and must provide regular financial and management reports to the National AIDS Council;
- 12) Support the National AIDS Council to submit to the Minister for Health and HIV/AIDS the annual report for the previous calendar year, by the 31st March.
- 13) Ensure that National AIDS Council fulfill its statutory obligations in terms of the *Public Finances (Management) Act 1995* and *Audit Act 1989*;
- 14) Carry out formal performance appraisals for the Deputy Director, Manager Finance & Administration and executive staff pursuant to their Job Descriptions as required and organizational performance agreements (if any);

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- 15) Provide day-to-day oversight of the Internal Auditor;
- 16) Take part in the recruitment, selection, and development of executive team members;
- 17) Maintain a general awareness and knowledge of contemporary management principles and legislation including health and safety, equality and diversity, employment, environmental policies, and general duty of care and ensure that all organizational activities and policies meet with integrate and national requirements;
- 18) Shall provide high-level strategic advice and direction in relation to financial and resource management, policy and planning, revenue management, and performance evaluation to the national AIDS Council;
- 19) Overall management of the NACS budgetary and financial plan to maximize its ability to deliver services within the constraint of funding approved by the National Government;
- 20) Shall not exceed staff ceiling for NACS staff agreed between the organization and the Department of Treasury as part of the Budget process.

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* 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:

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

- Broad knowledge and understanding of all aspects of the management of an HIV and AIDS national response;
- Knowledge of the *National AIDS Council Act 1997*, Organic Law on Provincial & Local-level Governments 1995, the *Public Finances (Management) Act 1995*, the *Audit Act 1989*, statutory authority operations, and other relevant government legislation.
- An understanding of PNG health system policies, reform initiatives, and the MTDS
- Management of change and conflict resolution.
- Knowledge of the Public Sector Reform.
- Knowledge of decentralized service delivery mechanisms.
- Knowledge of financial management, planning, management, accounting, and strategic management within a large and diverse organization.

Skills

- Good Oral and written communication skills.
- Demonstrated consultative, interpersonal, and negotiation skills.
- Have proven leadership, organizational and team-building skills.
- Ability to influence, motivate and manage staff at all levels.
- Strong commitment to a human rights-based approach to HIV response
- Ability to prepare briefing papers and reports.

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- Ability to work under pressure and adapt to a changing world.
- Computer literate
- Innovation and analytical ability
- Project Management and research skills
- Strong commitment to ethical and performance base management
- High standards of personal integrity.

Qualifications

The incumbent of this position must possess the following qualifications:

- Master's degree in Public Administration, Public Health, Health Administration, Public Policy, International Development, or Business Administration.
- A primary qualification in a health-related professional field is desirable.
- Professional affiliation to a recognized body

Work Experience

- Minimum 10 years demonstrated high-level public & private sector management and leadership experience.
- Demonstrated experience in the management of human, financial, and material resources.
- Policy design, strategic planning & Implementation experience
- Extensive experience in management in the health sector
- Working long hours beyond the call of duty
- Demonstrated experience with boards of statutory authorities.

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 the Director position as certified by the registered medical officer.
- (ii) Not less than 35 years of age and not more than 65 years of age.

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(Appointment to Certain Offices) Act 2004—continued*

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

(Acting as Proxy in absence of the Board)