



National Gazette

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NOTIFICATION OF A VACANCY UNDER THE *PROVINCIAL HEALTH AUTHORITY ACT 2007*

CHIEF EXECUTIVE OFFICER WEST SEPIK PROVINCIAL HEALTH AUTHORITY

EXECUTIVE LEVEL 3

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 31st October, 2025

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 Provincial Health Authority Act 2007—continued

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APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:

Government Gazette Number:	Position Number:	WSPHA. 001
Date of Gazette:	Position Title:	Chief Executive Officer - EX. 3

1. Personal Particulars

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

2. Employment History

Current Employer:	Location:
Current Position:	Position Reporting to:
Remuneration in Current Position:	

Employment History for at least 10 years' experience in the Public Service and commercial organization with similar responsibility and performance requirements with General understanding of the *Provincial Health Authority Act* and Provincial and Local Level Government system in Papua New Guinea would be an added advantage.

3. Qualifications for this Job

- Academic Qualifications from Tertiary Institutions (supported by copies of Degrees etc).
- 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:

Names of two persons in the past and current employment must be provided as well as two (2) Character References and two (2) Professional References to confirm the managerial competence and achievements (must be within the last two (2) years).

Job Outline:**Purpose:**

The Chief Executive Officer is established under Section 29 of the *Provincial Health Authorities Act 2007* to manage and direct the affairs of the West Sepik Provincial Health Authority pursuant to Section 30 of the *Provincial Health Authority Act 2007*, the *Public Service (Management) Act 1995*, the *Public Finance (Management) Act 1995* and as directed by the Provincial Health Authority Board.

The Chief Executive Officer oversees and provides leadership to the West Sepik Provincial Health Authority by ensuring there is sufficient and effective management of Health workforce and systems and procedures are in place to support the business outcomes of the WSPHA.

Notification of a Vacancy under the *Provincial Health Authority Act 2007*—continued**Major Duties:**

1. The Chief Executive Officer shall exercise his/her duties and responsibilities as a Deemed Departmental Head in the Public Service as specified under the *Public Services (Management) Act*, the National Public Services General Orders and other relevant legislations and regulations.
2. The Chief Executive Officer is responsible for the development, implementation, controlling, directing, coordinating and management of all Government Health Services in the Province as a delegated function by the Provincial Health Authority Board and the Provincial Administrator.
3. Ensure that the Human Resource, Financial and Physical resources of the PHA are managed effectively and efficiently to achieve the government's objectives for the delivery of a well coordinated and streamlined health system in the province.
4. Ensure the effective administration of the *Provincial Health Authorities Act 2007*, the *National Health Administration Act 1997*, the *Public Services (Management) Act 1995*, *Public Finances (Management) Act 1995*, the Public Service General Orders and other public sector regulations.
5. Ensure staff are held accountable for the professional application of governance procedures, charters, schedules and responsibilities at all levels of management within the provincial health authority
6. Oversee and direct the preparation of the PHA Annual Report and budgetary estimates.
7. Oversee and direct the preparation and implementation of the PHA Corporate/Strategic Plan and Annual Activity Plans.
8. Ensure adequate resources are provided to enable the efficient operation of PHA Board and its sub-committees.
9. Make sure that the PHA operates within the annual Budget and must provide regular Financial and Management report to the PHA Board and relevant authorities.
10. Submit to the Minister for Health, the Governor, the Secretary for Health the PHA Annual Report for the previous Calendar year, by 31st May.
11. Make sure the WSPHA board fulfills its statutory obligation in terms of the *Financial Management Act 1995* and the *Audits Act 1989*.
12. Carry out formal performance appraisal for the three directors pursuant to their job descriptions and organizational performance agreements.
13. Take part in recruitment, selection and development of executive team members.
14. Performed other duties deemed appropriate and as directed by the PHA Board.

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.

Notification of a Vacancy under the *Provincial Health Authority Act 2007*—continued**Minimum Person Specification in accord with *PHA Act 2007***

- (a) 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:

Knowledge

- Knowledge of the *Provincial Health Authorities Act 2007*, *National Health Administration Act 1997*, *Organic Law on Provincial & Local-Level Governments 1997*, *Public Services (Management) Act 1995* and its General Orders, the *Public Finances (Management) Act 1995*, the *Audit Act 1989* and other relevant government legislations.
- Understanding of good governance, and laws and regulations governing statutory authorities.
- An understanding of PNG Health system policies, reform initiatives and the MTDP.
- Knowledge of change management and conflict resolution.
- Knowledge of the Public Sector Reform.
- Knowledge of decentralized service delivery.
- Knowledge of financial management, planning, management accounting, budget acquittal and strategic management within a large and diverse organization.

Skills

- Have proven leadership, organizational and team building skills.
- Demonstrated consultative, interpersonal and negotiation skills.
- Ability to influence, motivate and manage staff at all levels.
- Ability to prepare briefing papers and reports.
- Ability to work under pressure and adapt to a changing world.
- Innovation and analytical ability.
- Project Management and research skills.
- Good Oral and written communication skills.
- Computer literate.

Qualifications

- Minimum of Bachelor's Degree and appropriate Masters or Postgraduate Degree in Health Administration (HA), Business Administration (BA), Public Administration (PA), or Public Management (PPM),
- Professional affiliation to a recognized body.
- Extensive experience in management in the health sector.
- A primary qualification in a health-related professional field is desirable.

Work Experience

- Minimum 10 years demonstrated management and leadership experience in the public service health sector or organisations with similar responsibilities or performance requirements.
- Demonstrated experience in the management of human, financial and material resources in large organizations with diverse functional responsibilities.
- Experience in corporate publicity and media management.
- Policy design, strategic planning & implementation experience.
- Demonstrated experience with boards of statutory authorities.

Notification of a Vacancy under the *Provincial Health Authority Act 2007*—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 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.

Age and Health

- (i) Satisfy basic health and fitness requirements for occupancy of a Departmental 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. All qualifications must be commissioned by the Commissioner for Oaths.

Authorized by:

I. NATI
Board Chairman
West Sepik Provincial Health Authority Board