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[2024

NOTIFICATION OF A VACANCY UNDER THE *PUBLIC SERVICES (MANAGEMENT) ACT 1995*

**SECRETARY—DEPARTMENT OF INTERNATIONAL TRADE & INVESTMENT—EXECUTIVE LEVEL 4,
PSL 8**

The Government and the National Public Service is an 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 for Applications to:—

The Secretary,
Department of Personnel Management,
P.O. Box 519,
WAIGANI,
National Capital District.

Attention: Executive Manager, Executive Search & Appointments Division

Closing date: Friday 24th May, 2024 at 4:06 pm

Two (2) signed copies of Applications are required. Applications sent by email before the closing date must be followed up immediately and hand delivered the hard copies.

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:	DITIEX—001
Date of Gazette:	Position Title:	Secretary—EX004

(1) **Personal Particulars:—**

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

Notification of a Vacancy under the *Public Services (Management) Act 1995* — *continued*(2) 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 were available).

(3) Qualifications for this Job:

- Relevant Masters or Post-graduate academic from Tertiary Institutions (supported by copies of Degrees, etc),
- Vocational and Management Qualifications relevant to this job (supported by copies of certificates).
- 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) Referees

Names of four (4) referees in the past and current employment must be provided as well as two (2) current professional references and two (2) character references attached to the application.

Job Outline**Purpose:**

The Secretary is the Executive Head of the Department and is in-charge and advice on all policies and administrative matters, oversee all management, operations, and resources of the entire Department to implement government's directions, purpose and positioning of the Department of International Trade and Investment as a sub-economic sector agency within the economic sector. The incumbent works with the Minister and the government to ensure policy directions, government decisions and strategies within the Ministerial Determinations of the Ministry of International Trade and Investment is properly coordinated, directed, implemented, regulated, monitored and evaluated to ensure the strategic goals and visions of the government for the Department is ascertained and continuously being improved appropriately. Other more specific purpose of this is:

- To plan, manage and coordinate well the overall operations of the Department for international Trade and Investment consistent with its mission, goals, visions, core functions and roles to achieve the objectives defined in the National Policy, MIDPs, Vision 2050, the government and Department's strategic plans, Corporate Plans and Annual Operations.
- To direct effective formulation or integrated International Trade and Investment Policies, Legislations and strategies along with International Trade and Investment Master Plan.
- To provide overall support and coordination of governance for all agencies under the Ministerial Direction of the Ministry of International Trade and Investment.

Principal Accountabilities & Major Duties

1. Provide sound, timely, appropriate and relevant policy and technical advices and maintain an effective working relationship with the Portfolio-Minister, the National Executive Council (NEC), other Ministers and their Department Heads and the government on all matters to do with International.
2. Trade and Investment and functions housed under agencies that falls under the Ministry of International Trade and Investment and its sub-sector.
3. Provide effective leadership and administration on the implementation of all policies, laws, guidelines, strategies and regulations under the international Trade and Investment subsector.
4. Effective administration of the Department in ensuring compliance with set National Government legislations, policies, guidelines.
5. Effective management of Financial and Human Resources including welfare of the staff and accountability of all assets and resources.

Notification of a Vacancy under the *Public Services (Management) Act 1995* — *continued*

6. Effective maintenance and promotion of the mission, roles and functions of the Department of International Trade and Investment.
7. Effective leadership, coordination and support to national trade and international trade missions, expansion on trade relationships, improve exports earnings and strengthen capital markets and stock exchange and maximize participations.
8. Provide management and leadership in the operations of the Department's functions including effective working relationship with all senior management team below the Secretary level to ensure high productivity with the quality output.
9. Ensure reviews, formulation and effective implementation of International Trade and Investment Policies, strategies, government directions and critical programs associated with all key functions of the department and agencies under the ministerial determination.
10. Perform Ex-officio functions on various committees, councils and boards including leadership inquiries for and on behalf of the Minister and the Department.
11. Attendance at the Departmental Heads of Economic Sector Agencies Meetings, conferences, summits and forums.
12. Lead out in organizing International Trade and Investment related summits, formulate Foundation Policy, Strategic Master Plan and Coordinate amendments various Acts where needed.
13. Accompany Minister to regional and multilateral trade related meetings abroad and lead out in coordinating regional and multilateral Trade meetings in the country.

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 accordance with Section 31A of the *Public Service Management Act 1995* (as amended) and relevant Regulations:

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 a very good knowledge of the Public Service Administration, systems, management, Human Resource Management within the Public Sector, Public Finance Management practices and various regulations.
- Extensive experience and working knowledge policies and practices surroundings international trade and investment or so within the areas of trade, SEZ, Capital Markets, Foreign-Exchange, Investments domestically and internationally along with global economics systems and synergy.
- Sound knowledge of economic sector and are more grounded understanding of all sub sector agencies under the Ministry of International Trade and Investment.
- Good knowledge on the political dynamics, its trend and value on the governance of the International Trade and Investment priorities and its strategic focus.
- Display high level skills in management, Public Policy, International Trade Negotiation and Policy Implementation, Budgeting, Program Development, Monitoring, Evaluation and Reporting.
- Highly skillful in research, policy review and development, preparation of briefs and submissions along with writing of strategic and corporate plans.

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- Fluent communication skills, proven initiatives, drive strong negotiation with exceptional interpersonal skills and ability to plan, organize and implement the Government Directives and Decisions.
- Display exceptional capacity to represent the Department at the high-level meetings both internally and externally.

Qualifications:

Master or Post Graduate Degree in International Business Administration, with specializing in Foreign Affairs, Economics, Commerce, Trade and International Relations from a recognized University or possession of equivalent other university qualification within the field of International Trade and Investment.

Work Experience:

- Relevant experiences in the International Trade and Investment sub economic sector and economic sector in general.
- Appropriate extensive leadership and management work experiences at the senior management level or similar position with a minimum of 10 years' experience related to the commerce, foreign affairs, trade and investment.
- Experience in sound financial and procurement management processes and procedures. Appropriate protocol experience and strategic management of sensitive political and administrative expectations.
- Experience in project leadership and Management, monitoring, evaluation and reporting.

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 disqualified 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 strong nature to maintain a firm position on principle and policy and to uphold the Code of Public Service Business Ethics and Conducts.

Age and Health:

- (i) Satisfy basic health and fitness requirements for occupancy of a departmental head position, as certified by a registered medical officer.
 - (ii) Not less than 35 years of age and not more than 65 years of age.
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Notification of a Vacancy under the *Public Services (Management) Act 1995* — *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:

T. SANSAN (Ms),
Secretary,
Department of Personnel Management.