



National Gazette

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[2024

NOTIFICATION OF A VACANCY UNDER THE *PAPUA NEW GUINEA REGULATORY STATUTORY AUTHORITIES (APPOINTMENT TO CERTAIN OFFICES) ACT 2004*

**DIRECTOR GENERAL — NATIONAL INSTITUTE OF STANDARDS AND INDUSTRIAL TECHNOLOGY
EXECUTIVE LEVEL 4**

The Government and the National Public Service are equal opportunity employers and encourage both men and women to apply. **Applications** are now invited from highly qualified and experienced persons who are able to satisfy the minimum person specification 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

OR

Email: exrecruit21@gmail.com

Closing date: **Friday, 30th August, 2024 at 4.06 pm**

Two (2) signed copies of Applications are required. Applications sent by email before the closing date and 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.

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APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—

Government Gazette Number:	Position Number:	NISIT-001
Date of Gazette:	Position Title:	Director General – EX.4

Personal Particulars:—

Surname: _____ Other Names: _____

Contact address, telephone number, and email address: _____

(1) **Employment History:—**

Current Employer:	Location:
Current Position:	Position Report 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:—**

- All academic Qualification from Tertiary Institutions (supported by copies of Degrees, etc).
- 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).
- Certificate copies must be Commissioned by a practicing lawyer and signed/stamped by a Commissioner for Oaths.

(3) **Claims to the Job:—**

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

(4) **Referees:—**

Two (2) Character References and Two (2) Professional References from previous and current employers confirming managerial competence and achievements, (must be within the last 2 years).

Job Outline:

Purpose:

The position of the Director General is the Chief Executive Officer of the National Institute of Standards and Industrial Technology and Reports to the NISIT Governing Council (Board). The Director General position attract a Government Executive Level four (4) Salaries and Allowances and the positions employment contract spans over four (4) years from the date of appointment through the gazette.

Major Duties and Responsibilities:

- Direct the organization in keeping with the vision outlined by Company by NISIT Governing Council guided by the NISIT Act 1993, *Regulatory Statutory Authorities Act*, *Public Service Management Act*, *Public Finance Management Act* and any other Act that is enacted to support Government Statutory Authorities and Government Business.
- Lead the Management Team in the Planning Short-, Medium- and Long-Term Strategies/Policies of NISIT based on overall government policy such as the vision 20250, Trade Policy, SME Policy and lead the organization into developing a National Quality Policy based on constitution with Stakeholders.

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- To provide leadership in management team in the dissemination of NISIT Services which are distinctively separated by five divisions namely Standard Division, Metrology Division, Accreditation Division, Certification Division, and the Corporate Services Division heads who reports to the incumbent.
- Partner and liase with high level representatives, stakeholder representatives regional and international Standards and Conformance Bodies and Donors to grow NISITs Standards and Conformance Business, strength it and ensure in sustainability in PNG, in the APEC and Globally.
- Promote and Grow the Standards and Conformance Business to Support Commerce and Industry as a way of Facilitating trade.
- As a government leader, represent NISIT as required, including attendance of important functions, industry events and public meetings and government leaders' summits and Workshops to promote and drive NISIT's agenda.
- Work closely with the Assistant Director Corporate Services and Finance Manager in preparing annual budgets, attend and lead budget review meeting with complete risk analysis potential investments, and advise the NISIT Government Council with regards to investment rick and return.
- Provide the leadership in ensuring the Compliance with the *Public Finance Management Act* in terms of disbursement, procurement and approval are under his/her control as PFMA Section 32 Officer, Ensuring also that Monthly Bank Reconciliations, Annual Finances and Audits are kept up to date.
- Provide strategic leadership in the overall running of the NISIT at the NISIT Council and Management Levels and to be influence in the review of the NISIT Act and the *New Radiation Safety Act*.
- Provide the leadership and work closely with the Assistant Director Service and the Human Resources (HR) Manager regarding hiring practices, payroll and benefits disbursement including all other requirement stipulated under the *Public Service Management Act* and the General Orders where by the attention of the Director General (CEO) is required.
- Oversee quality control throughout NISIT by establishing Key Result Areas for key personnel in the organization and monitor their performance by appraising their performances on an annual basis similarly formulate key performance indicators of the Assistant Director and manage their performances through on going monitoring and evaluation systems goal for each department in partnership with division Managers.
- Develop and maintain in NISIT Good Governance systems involving regular divisional staffs Meeting, Bi Monthly Management Committee Meeting and a Minimum of NISIT Governing Council Meetings.
- Facilitate all daily and weekly executive decisions to drive the overall operations NISIT and strive to generate internal revenue to support the resourcing of NISIT.
- Prepare and finish all Ministerial reports/statements/NEC submission/advise to the Minister via the NISIT Governing Council.

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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

The minimum person specification ensures that the selected applicant is fit and qualified to serve as an officer of the National Public Service.

Knowledge and Skills:

- Advance Leadership skills, including the ability to manage the time effectively and handle both internal and external conflicts.
- Organizational Skills
- Attention to detail and accuracy
- Excellent written and verbal communication skills
- Problem analysis and problem-solving skills
- Effective listening and communication skills
- Information management skills
- Customer service skills
- Team member and stress tolerance
- Have the sense of urgency
- Ability to multi-task and meet tight deadlines
- Be honest and trustworthy
- Be flexible, detailed oriented and team player
- Demonstrate a good sound ethics

Qualifications

Bachelor's Degree in Science (Preferably Physics or Chemistry) or Engineering or Technology, while the role is highly technical and Business Administrative, the Master's Degree in Business Administration/Science Management/Engineering Management are highly preferable.

Work Experience

This position requires experience in Standards and Conformance ranging between 15-20 years. Desirable if she/he has more than five (5) years' experience as the CEO in semi government operation such as a Statutory Authority, State Owned Enterprise etc.

The incumbent needs to be highly computer literate to lead in a Standards and Conformance Industry environment.

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 investigation or disciplinary proceedings under any law.

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- (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 Provincial Administrator 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 Clearance and Medical Certificates before the closing date and submit all relevant documents with the full completed application.

Authorized by:

T. SANSAN (MS),
Secretary, and Proxy to the Board
Department of Personnel Management.