



# National Gazette

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**NOTIFICATION OF A VACANCY UNDER THE *PUBLIC SERVICES (MANAGEMENT) ACT 1995 & REGULATION NO. 7 OF 2014***

**SECRETARY—DEPARTMENT OF IMPLEMENTATION AND RURAL DEVELOPMENT**

**EXECUTIVE LEVEL 5**

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 30th August, 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 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.

**APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—**

Government Gazette Number:	Position Number:	DITIEX—001
Date of Gazette:	Position Title:	Secretary—EX. Level 5

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(1) Personal Particulars:—

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

(2) Employment History:—

Current Employer: \_\_\_\_\_ Location: \_\_\_\_\_  
 Current Position: \_\_\_\_\_ Position Reporting to: \_\_\_\_\_

Remuneration in Current Position:

Employment History for at least the past (10-15) years of professional practices and experience in the Public Service and 6 years at the Central Agencies Departmental Head level, the Deputy Secretary or at the Senior Management level and have a General knowledge of Government political structures and administration system, PNG National Constitution and 3 Arms of Government, *Legislature and Judiciary, Organic Law on Provincial and LLG, Public Finance (Management) Act* and *Financial Instructions Public Services (Management) Act*, Public Service Code of Business Ethics & Conduct and thorough knowledge of the PSGO, PSFMA and other relevant legislative provisions.

(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) References

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:**

- i. To plan, manage and coordinate the overall operations of the Department of Implementation and Rural Development that is consistent with the determination of its Mission, roles and functions to achieve the objectives defined in the Department's Corporate and Strategic Plan.
- ii. To direct formulation and effective administration and implementation of Rural Development policies and guidelines with intervention programs.

**Major Duties**

- . Manage and administer the Department of Implementation and Rural Development, including performance of Executive Managers below the Secretary's level.
- . Formulate and implement rural development policies and guidelines, programs and development of strategies in line with the Government's National and Rural Development Goals.
- . Perform responsibilities required to maintain interface with the Minister for Implementation and Rural Development, Department and with other Minister and their Departments.
- . Represent the Minister and the Ministry externally as required.
- . Provide policy advice and appropriate technical advice to the Minister on issues affecting the Department and Ministry of Implementation and Rural Development
- . Administer the Office by ensuring the functional responsibilities in relation to passed legislations, Policies and programs are effectively implemented.

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Regulation No. 7 of 2014— *continued***

- Establish rapport, and maintain constant liaison and consultation with other Departmental Heads, Central Agencies, National line departments and Provincial and District Administrations on policy development and implementation on other related matters as appropriate.
- Perform ex-officio functions on various Communities, Councils or Boards, including leadership inquiries etc.

**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**

- High level skills in management, public policy, budgeting programs development and coordination, implementation, monitoring and evaluation.
- Ability to research and prepare briefs and submissions and advise on policy matters.
- Fluent communication skills, proven initiatives, drive with strong negotiations and interpersonal skills and ability to plan and implement Government directives and decisions is essential.
- Capacity to represent the organisation at high level meetings both internally and externally.

**Knowledge**

- Working knowledge of Public Administration, Systems Management and Human Resources Management, Public Sector Financial Management procedures and various regulations.
- Extensive experience in Management and wide knowledge of government policies and development priorities, program development and coordination.
- Sound knowledge of policies and programs of the Department of Implementation and Rural Development and its operations.
- Good working knowledge of the economic and political structure and system of PNG.

**Qualifications:**

Master's Degree or an Advance Management Training with basic degree preferred in Business Administration or Economics or Development Administration from a recognized university, or equivalent, or possession of such other qualifications as may be acceptable to the Secretary, Department of Personnel Management.

**Work Experience:**

- Relevant experience in management with organizational and leadership qualities of high orders.
- Extensive work experience at senior management level or similar position with a minimum of ten (10) years' experience related to rural development planning.
- Experience in sound financial and procurement management procedures.
- Sound protocol experience and in managing political and administrative sensitivity.

**Notification of a Vacancy under the *Public Services (Management) Act 1995 & Regulation No. 7 of 2014— 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 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.

**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.