



National Gazette

PUBLISHED BY AUTHORITY

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

No. PS. G12]

PORT MORESBY, MONDAY, 14th OCTOBER

[2024

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

CHIEF EXECUTIVE OFFICER—SIMBU PROVINCIAL HEALTH AUTHORITY

EXECUTIVE LEVEL 3

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

or

Email: exrecruit21@gmail.com

Closing date: Friday 25th October 2024

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.

APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION:—

Government Gazette Number:

Position Number:

SIPHA. 001

Date of Gazette:

Position Title:

Chief Executive Officer - Ex. 3

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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: _____

Employment History for at least the past 10 years' experience in the Public Service and Commercial organisation 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 obtained 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) 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) two years).

Job Outline

Purpose:

The Chief Executive Officer is established under section 9 of the *Provincial Health Authority Act 2007* to manage and direct the affairs of the Provincial Health Authority pursuant to section 30 of the *Provincial Health Authority Act 2007*, the *Public Service (Management) Act 1995* (as amended), the *Public Finance (Management) Act 1995* and as directed by the Provincial Health Authority Board of Governance.

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

Major Duties

- a) 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 registrations and regulations.
- b) 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.
- c) Ensure that the functional components Human Resource, Financial and Physical resource 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.
- d) 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.
- e) 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.
- f) Oversee and direct the preparation of the PHA Annual Report and budgetary estimates.

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- g) Oversee and direct the preparation and implementation of the PHA Corporate/Strategic Plan and Annual Activity Plans.
- h) Ensure adequate resources are provided to enable the efficient operation of PHA Board and its sub-committees.
- i) 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.
- j) Submit to the Minister for Health, the Governor, the Secretary for Health the PHA Annual Report for the previous Calendar year, by 31st May.

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 Section 29(2) of 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

1. 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.
2. Understanding of good governance, and laws and regulations governing statutory authorities.
3. An understanding of PNG health system policies, reform initiatives and the MTDS.
4. Knowledge of change management and conflict resolution.
5. Knowledge of the Public Sector Reform.
6. Knowledge of decentralized service delivery.
7. Knowledge of financial management planning, management accounting, budget acquittal and strategic management within a large and diverse organization.

Skills

1. Have proven leadership, organisational and team building skills.
2. Demonstrated consultative, interpersonal and negotiation skills.
3. Ability to influence, motivate and manage staff at all levels.
4. Ability to prepare briefing papers and reports.
5. Ability to work under pressure and adapt to the changing world.
6. Innovation and analytical ability.
7. Project Management and research skills.
8. Good Oral and written communication skills.
9. Computer literate.

Qualifications

- Appropriate Masters or Postgraduate Degree in Health Administration (HA), Business Administration (BA), Public Administration (PA), or Public Policy Management (PPM) or Law.

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- Professional affiliation to a recognised 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 organisations with diverse functional responsibilities.
- Experience in corporate publicity and media management.
- Policy design, strategic planning & implementation experience.
- Demonstrated experience with boards of statutory authorities.

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:

D.H. NIME,
Chairman,
Simbu Provincial Health Authority Board.