



National Gazette

PUBLISHED BY AUTHORITY

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

No. PS. G14]

PORT MORESBY, MONDAY, 28th OCTOBER

[2024

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

SECRETARY—NATIONAL DEPARTMENT OF HEALTH

EXECUTIVE LEVEL 5

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 for Applications to:—

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

Attention: Executive Manager—Executive Search & Appointments

Email: exrecruit21@gmail.com

Closing date: Friday 8th November, 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:

EX—001

Date of Gazette:

Position Title:

Secretary—Executive Level 5

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

(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 10-15 years containing brief description of each level of accountability (supported by relevant certificates of employment or employer references were available).

(3) Qualifications for this Job:

- . Academic qualification from Tertiary Institution (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 completion).
- . 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 two (2) persons in the past and current employment must be provided as well as two (2) current written character and professional references attached to the application confirming managerial competence and achievements (must be within the last 2 years).

Job Outline:

Purpose:

The Secretary (Department Head) of the National Department of Health (NDoH) leads the Senior Executive Management (SEM) team in setting and achieving the organizations's strategic direction, goals and objectives and oversee implementation, monitoring and evaluation of policies set by the Health Ministry and the Government through the National Executive Council (NEC). This is achieved by leading and guiding the SEM team, who are responsible for the achievement of the corporate objective and ensure effective, efficient operations and management of the NDoH pursuant to the Section 20 of *National Health Administration Act 1997, Public Hospitals Act 1994, Provincial Health Authorities Act 2007, Public Services (Management) Act 1995 and the Public Finance (Management) Act 1995*.

Major Duties;

1) **Strategic:**

- 1.1 Liaise with the Government through the Health Ministry and Chief Secretary on Government's health sector plans, policies, implementations and monitoring guidelines.
- 1.2 Sets the strategic directions, goals and objectives of the NDoH that are aligned with the Government's 'Government's National Health Plans, implementation, monitoring and evaluation of policies set by the Government (NEC) through the Health Ministry.
- 1.3 Provide accurate and timely health policy advice to the Health Ministry and Central Agencies Coordination Committee on National Health Sector Standards, policy, administration, plans and coordination requirements. Advise the Minister for Health and Chief Secretary on National Health Objectives.

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

2) **Financial:**

- 2.1 Leads the SEM team to plan, prepare and submit annual NDoH budgets in line with the NDoH strategic plans to the Treasury Department for approval.
- 2.2 Oversees and ensures the overall annual budgetary commitments of NDoH support achievement of objectives and are within the approval allocations.
- 2.3 Guides the SEM team to develop and implement budget cost effective strategies and sets budgetary guidelines in line with the *Public Finance (Management) Act 1995*.
- 2.4 Exercise the financial authority within the guidelines of the *Public Finance (Management) Act 1995*.
- 2.5 Establish a financial delegate competency and accreditation programs for all NDoH appointments required to exercise financial management functions.

3) **Leadership:**

- 3.1 leads the SEM to develop implementation plans align with the strategic direction, goals and objectives of the NDoH and the Government's implementation, monitoring and evaluation of policies set by the NEC through the Health Ministry.
- 3.2 Leads the SEM team to oversee implementation, monitoring and evaluation of policies set by the Health Ministry and the Government through the National Executive Council (NEC). The secretary has overall responsibility for coordination of PNG Health Sector policy development, development programming, and reporting against the achievement of the National Health Plan health indicators and Department Corporate Objectives.
- 3.3 Provide effective leadership across the NDoH and assist the SEM team to plan, prepare and to submit NDoH budgets to the Treasury Department for approval.

4) **Corporate/Human Resources:**

- 4.1 Train, mentor and coach subordinates in their roles, monitor their performances, identify training needs and ensure appropriate training is sourced to address the skills gap.
- 4.2 Provide professional support for the NDoH SEM team and facilitate on-going Executive Development through training and Education Opportunities.
- 4.3 Formally appraise the leadership performance of Department's Executive Management Team pursuant to their job description and performance agreements.
- 4.4 Ensure adequate resources are provided to NDoH personnel appointed under section 21 of the *National Health Administration Act*, to act as Provincial Health Boards, enabling full compliance reporting to National Health Board.
- 4.5 Maintain and publish an annually reviewed Five Year Development Plan Corporate Plan for the Department to accordance with GoPNG Medium Term Priorities, National Health Plan Objectives Public Sector Reform Strategies, and National Health Board Development Plans and priorities.
- 4.6 Submit to the Minister for Health and relevant Central Agency Heads an Annual Policy, audits (financial and Enterprise) and financial statements for the previous calendar year, by the 28th February.

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

- 4.7 Manage the Development of Corporate Services Policy, contract management standards and Service Level Agreements between the Department and Health Sector Stakeholders including Provincial Health Authorities and commercial Service Providers.
 - 4.8 Oversee and ensure compliance with Occupational Health and Safety (OHS) policy, procedure and standards.
 - 4.9 Oversee and responsibility for the environment is maintained by the NDoH.
 - 4.10 Oversee and Support HIV & AIDS awareness programs and activities.
 - 4.11 Provide leadership and guidance to the Provincial Health Authority in achieving national goals and objectives.
- 5) **Operations:**
- 5.1 Perform all duties as Departmental Head under the *Public Services (Management) Act 1995*, the *Public Finance (Management) Act 1995*, and *Audit Act 1989*, ensuring efficient regulatory compliance across NDoH functions. Manage the Operation and Legislative Compliance of National Health Board in accordance with the *National Health Administration Act 1997*.
 - 5.2 Ensure adequate resources are provided to support the effective functioning of the National Health Board, enabling Department and Health Sector coordination and reporting on:
 - 5.2.1 Public Health Program (incl. Health Promotion and Protection)
 - 5.2.2 Disease Control (incl. HIV & AIDS and TB)
 - 5.2.3 Rural Health Services Standards
 - 5.2.4 Health Facilities Standards and Development Programs.
 - 5.2.5 Medical Supply Standards (incl. Pharmaceutical Standards)
 - 5.2.6 Emergency Preparedness and Response
 - 5.2.7 Clinical Standard Compliance
 - 5.2.8 Fraud Control Management Plans
 - 5.2.9 Health Sector Workforce Accreditation Compliances, and
 - 5.2.10 Contract Service Provider Performance.

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 31A of the *Public Services (Management) Act 1995* 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.

Knowledge:

- (a) Knowledge of the *Provincial Health Authority Act 2007*, *National Health Administration Act* and *Public Health Act 1973*, other health related acts, the *Public Service (Management) Act 1995*, and the *General Orders*, the *Public Finance (Management) Act 1995*, the *Audit Act 1989* and any other relevant legislations.
- (b) Understanding of PNG Health System policies and reform initiatives.
- (c) Understanding of National Health 2001-2010, strategic Direction for PNG Health Sector 2006-2008,

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

- (d) Understanding of Government Reform Initiatives and Medium-Term Development Plan (MTDP).

Skills:

- a) Demonstrate high level skills in leadership and management.
- b) Demonstrate high level of public relation skills and maintaining close and cooperative working amongst the various functional areas of Health Sector Leadership.
- c) Demonstrated ability to develop policy options and provide high level policy advise to international, political, public, private sector entitites.
- d) Demonstrate ability to design and implement effective leadership programs and directions within a large organization with diverse functional responsibilities.
- e) Evidence of successful implementation of strategic and operational plans within budget compliance constraints.

Qualifications:

Minimum of Bachelors Degree. A Master Degree or higher Post Graduate Degree Qualification in Management, Business or in any health-related professional field would be highly desirable.

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 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 an agency 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.

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

Special Notes:

Applicants are to obtain Police Clearances and Medical Certificates and submit all relevant documents with the full completed application before the closing date.

Authorized by:

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