

Current Employer: _____ Location: _____
 Current Position: _____ Position Reporting to: _____
 Remuneration in Current Position: _____

Employment History for at least the past 10 years experience in the Public Service and 6 years at the Deputy Secretary or Deputy Provincial Administrator or at the senior management level. General understanding of the 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 Institution (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) **Referees**

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

Job Outline: Commissioner, Correctional Services.

Purpose: **To administer the operations of Correctional Service by planning, implementing and monitoring the annual activity programs, ensuring they are in fulfillment of the Constitutional mandate, aligned to the organization's development framework and policies contributing to achieving the key 'Strategic Partnership Area 5 (SPA5), of the National Government's Medium Term Development Plan IV.**

Major Duties:-

- Ensure superintendence and proper command and control of all levels of the rank and file of the Service.
- Ensure proper performance by the service of its functions.
- Ensure the proper welfare and safe custody and rehabilitations of all detainees.
- Ensure regular inspections of all Correctional Institutions.
- Ensure the proper discipline and training of all members of Correctional Services.

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 Regulation 6.

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:

- (i) Man management, with minimum of three years at a level not lower than Deputy Secretary, or Deputy Managing Director or deemed equivalent level in a private sector organization; and;
- (ii) Policy formulation and development, strategic/ corporate planning and project management; and
- (iii) Financial budgeting and manpower planning; and
- (iv) Negotiating and public relations skills, with an ability to make convincing public presentations of technical information; and
- (v) General Knowledge of the Government political structures and administration systems, the **Constitution**, the **Organic law on the Provincial and Local Level Government** and knowledge of the *Public Finances (Management) Act* and the *Public Services (Management) Act* and the General Orders.
- (vi) A resilient nature able to maintain a firm position on principal and policy to uphold the Public Service Code of Business Ethics and Conduct.

Qualifications

- Masters or Bachelor Degree in social sciences, sociology, criminology or similar field.
- Knowledge of the *Correctional Services Act*.
- Skills at a high level in management; innovative and analytical skills, oral and written communication; a good financial track record with a commitment to transparency; good interpersonal and public relations skills.
- Work experience of 3 to 5 years in a similar or allied field.
- Managerial experience of 15 years or more.
- Experience in the field of discipline forces, specifically at the level of Deputy Commissioner or preferably above the assistant commissioner rank.

Good 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 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 Departmental 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 55 years of age as stipulated in *Correctional Service Act 1995*, subsection 2 of 12 “Head of State acting on advice appoint or re-appoint a person who is over the age of 55 years to be the Commissioner but in no case shall the Commissioner continue to act as Commissioner after he has attained the age of 60 years.

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:

TAIES SANSAN
Secretary
Department of Personnel Management