



# National Gazette

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PORT MORESBY, MONDAY, 13th JANUARY

[2025

**NOTIFICATION OF A VACANCY UNDER THE NATIONAL AGRICULTURE AND INSPECTION AUTHORITY ACT 1997 AND REGULATORY STATUTORY AUTHORITIES (APPOINTMENT TO CERTAIN OFFICES) ACT 2004**

**MANAGING DIRECTOR, EX. LEVEL 5, NATIONAL AGRICULTURE QUARANTINE AND INSPECTION AUTHORITY (NAQIA)**

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

OR

Email: [exrecruit21@gmail.com](mailto:exrecruit21@gmail.com)

**Closing date: Friday 24th January, 2025 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:	040000001
Date of Gazette:	Position Title:	Managing Director - EX.5

**Notification of a vacancy under the *National Agriculture and Inspection Authority Act 1997* and *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004*— 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 years containing a brief description of each level of accountability (supported by relevant certificates of employment or employer references were available).

(3) 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 completion).
- . Certificate copies must be Commissioned by a practicing lawyer and signed/stamped by a 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 character and professional references attached to the application (must be within the last 2 years)

**Job Outline**

**Purpose:**

The Managing Director will contribute to improving the living standards of primary producers and the growth of the National's GDP by reducing the risk of introduction, establishment and spread of exotic pests and disease affecting animal and plant health, and facilitating trade through and effective biodiversity policy and efficient delivery of services, ensuring compliance with international protocols on biosecurity, all government, regulatory and industry standards, excellence in governance and management setting clear performance targets for biodiversity standards.

**Main Duties - the position is he Head of the Authority and is responsible to:**

**1. Financial**

- . Ensure that the all divisions have the physical and financial resources to provide the required facilities and services including considerable overseas funding to establish changes.
- . Monitor that all division are operated and managed in accordance with approved revenue and budgetary targets
- . Implement strong cost control measures and ensure that cost increases are consistent with revenue growth and budget.
- . Verify that all financial delegation is managed.
- . Present all contracts to the Board for approval.
- . Guarantee on time presentation of all mandatory financial reports to Board and other stakeholders are required by law.

Notification of a vacancy under the *National Agriculture and Inspection Authority Act 1997* and *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004*— continued

**2. Customer (Internal & External)**

- Establish appropriate organization, staff, systems and procedures which are at the international standard and which deliver advice and services to ensure the achievement of annual business plans by providing high quality, efficient and cost-effective corporate support services to all NAQIA operations.
- Provide policy and technical advice to the Board, National Government and other stakeholders on all biosecurity matters and services.
- Maintain regular consultations with agriculture industry partners.
- Monitor development trends in the agriculture industry.
- Represent NAQIA to major stakeholders and the international agriculture industry environment.
- Ensure the achievement of National Government objectives for the development of an effective biosecurity authority.
- Monitor that legislations and penalties for infringement are suited to national requirements.
- Provide effective leadership and strong managerial focus on the objectives and new development for NAQIA that reflects the longer-term objectives and priorities established by the Board.

**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 proper fit and qualified to serve as an officer of the National Public Service.

**Skills and Knowledge**

- Man, Management with minimum of three (3) years at a level not lower than Deputy Secretary, Deputy Director General or Deputy Managing Director or deemed equivalent level in the private sector organization, and,
- Strong knowledge of investigatory, analytical and leadership responsibilities.
- Policy formulation and development, strategic/corporate planning and project management and
- Strong strategic planning skills to articulate a long-term vision and linking these back to short-term programs and plans for improvement of delivering services nationally.
- Proven ability to collaborate with external groups including partnership collaborators, all levels of government, importers, exporters, transportation and commercial organization.
- Strong communication skills and ability to deliver timely advice to government and public.
- Ability to take all necessary actions to ensure that nation's agriculture quarantine interest is portected from pests and diseases and facilitate trade and commerce with trading partners.
- Knowledge in agriculture quarantine would be an advantage.
- Financial budgeting and manpower planning.

**Notification of a vacancy under the *National Agriculture and Inspection Authority Act 1997* and *Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004*— continued**

- Negotiations and public relations skills, with an ability to make convincing public presentation of technical information and
- General knowledge of the Government Political Structure and Administration Systems, the Constitution, the Organic Law on Provincial and Local Level Government and knowledge of the *Public Finance Management Act* and the *Public Financial Management Act 1995*. Public Services General Orders and fully conversant with the *National Agriculture Quarantine and Inspection Authority Act 1997* and other relevant laws such as the *Regulatory Statutory Authority Act (Appointments to Certain Offices)*.

**Qualifications**

Must possess an appropriate Masters Degree in Agriculture Science and Degree in Law or Economics.

**Work Experience**

Must have five (5) - ten (10) years in executive level managerial position experience in a commercial entity or statutory Authority and ten (10) - fifteen (15) years' experience in the agriculture sector and is well versed with the knowledge and operations of various commodity boards and Agencies in the Sector.

**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 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.

**Special Notes:**

Applicants are to obtain updated 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 and Proxy to the Board,  
Department of Personnel Management.