



National Gazette

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

SECRETARY — DEPARTMENT OF JUSTICE & ATTORNEY GENERAL — EXECUTIVE LEVEL 6

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 Division

Closing date: Friday 26th January, 2018 at 4:06 pm.

Two (signed) copies of Applications are required. Applications sent by facsimile 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: | DJAG EX:01 |
| Date of Gazette: | Position Title: | Secretary -- EX.6 |

(1) **Personal Particulars:—**

Surname:

Other Names:

Contact address, telephone number, facsimile number and e-mail address.

(2) **Employment History:—**

Current Employer:

Location:

Current Position:

Position Reporting to:

Remuneration in Current Position:

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Employment History for at least the past ten (10-15) years of professional practices and experience in the Public and Private Sector and 5 years at the Senior Management Level and have a General knowledge of Government political structures and administration systems, PNG National Constitution and 3 arms of Government, Legislature and Judiciary, Organic Law on Provincial and LLG, *Public Finances (Management) Act* and Financial Instructions, *Public Services (Management) Act*, Public Service Code of Business Ethics & Conduct and other important legislations governing the public service.

(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) Referees:—

Names of three (3) persons in the past and current employment must be provided as well as two (2) current written character references and two (2) current written professional references attached to the application.

Job Outline

Purpose: The top management is the executive section of the Department of Justice and Attorney General. It consists of the Secretary and the Deputy Secretaries, the audit section, and the staff that support this position.

The Secretary of Justice & Attorney General is a Central Agency head and is responsible for managing and coordinating the legal, policy, justice administration and administrative affairs of the Department of Justice & Attorney General and in performing functions of the Principal Legal Advisor to the NEC under the meaning of Section (156) (1) (a) of the Constitution where the Minister for Justice is not a fully admitted lawyer.

Major Duties:

- (a) responsible for the efficient and effective management and operations of the Department of Justice & Attorney General.
- (b) Exercise responsibilities as a Chief Accounting Officer under the *Public Finance (Management) Act*.
- (c) Ensure prompt and effective implementation of the NEC decisions affecting the Department of Justice & Attorney General.
- (d) Perform functions of the Principal Legal Advisor to NEC in that capacity when Minister for Justice is not a fully admitted lawyer.
- (e) Provide advice to NEC as required by NEC or Minister for Justice or Attorney General.
- (f) Provide advice to the Minister for Justice or Attorney General on Departmental functions and ensures proper execution of statutory powers by the Minister for Justice or Attorney General.
- (g) Ensure provision of general advice and opinions on legal issues by departments and agencies.
- (h) By virtue of the office, be a member of the National Security Advisory Committee. Be a member of such permanent or ad-hoc committees as is necessary.
- (i) Perform other duties as directed consistent with the above.

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 Persons Specification in accordance with Regulation 7:

- (a) The minimum person specification ensures that the selected applicant is fit and qualified to serve as an officer of the National Public Service.

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

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 Provincial Administrator 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 Services (Management)* and the General Orders.
- (vi) Must have understanding of the *Ethics & Values Based Executive Management & Leadership Capability Framework & GESI Policy* and their applications in the workplace.

Qualifications:—

Possess a minimum Master's Degree in Law (LLM) with Certificate of Admission to the Bar in Commonwealth Countries, Bachelor's Degree in Law (LLB) Certificate of Admission as a lawyer in Papua New Guinea and Practising Certificate from the PNG Law Society.

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 and the principles and values of the *Ethics & Values Based Executive Management & Leadership Capability Framework*.

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/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 police clearances and medical certificates within the period of application and submit all relevant documents with the full completed application to the address above. Failure to provide the police clearance report and the medical certificate will result in automatic elimination of the profiling and assessment process.

Authorized by:

T. SANSAN,
Acting Secretary,
Department of Personnel Management.