

## **POSITION DESCRIPTION**

Department of Personnel Management

**AM25000117 - Chief Secretary - Department of Personnel Management**

### **EXECUTIVE VACANCY NOTICE**

**CHIEF SECRETARY TO GOVERNMENT & SECRETARY FOR THE DEPARTMENT OF PRIME MINISTER AND NATIONAL EXECUTIVE COUNCIL**

#### **SALARY LEVEL: Executive Level 6 Plus (+) (SRC Determination)**

The Government of Papua New Guinea now announces that there is a vacancy in the Office of the Chief Secretary to Government and is seeking a highly qualified and experienced executive to provide strategic policy directions and leadership to the Office of the Chief Secretary to Government and the Office of the Secretary for Department of Prime Minister and National Executive Council.

The Office of the Chief Secretary to Government is established under Section 19 of the Prime Minister & NEC Act 2002, and the Chief Secretary to Government reports directly to the Prime Minister. The substantive holder of the Departmental Head of the Department of Prime Minister and NEC is the Chief Secretary to Government.

Applicants must meet the PNG Public Service minimum job specifications and possess a Master's Degree in Public Policy, Public Administration, Business Administration; and/or human resource management or equivalent; high level skills in administration and people management; skills in policy formulation, strategic budget management and manpower planning and would normally have at least a minimum of 15 to 20 years' experience at an executive management level in either private sector or public sector administration.

It is important that applicants must possess the necessary executive Advanced Diploma of Government (Leadership and Management) qualifications from the Somare Institute of Leadership and Governance.

#### **Expected Requirements:**

- Do you have a Master's Degree in Public Policy, Public Administration, Business Administration, human resource management or equivalent? If yes, provide details
- Have you attained Advanced Diploma of Government (Leadership and Management) qualifications from the Somare Institute of Leadership and Governance (SILAG)?
- Do you have a minimum of 15 - 20 years' experience in an executive management role in either the private or public sector? Please provide details
- Experience in providing executive management oversight of administration and human resource management?
- Experience in High level policy formulation and strategic budget management?
- How familiar are you with the National Constitution, Organic Laws, including but not limited to the Public Services (Management) Act and Public Finances (Management) Act, and Prime Minister and NEC Act?

**The Government and the National Public Service are equal opportunity employers and encourages both men and women to apply.**

## **HOW TO APPLY**

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/>

Follow the instructions on the website and submit the completed VI application form together with the following documents by email to [executiverecruitment@vanguard.com.pg](mailto:executiverecruitment@vanguard.com.pg) ;

- Signed Expression of Interest letter
- Updated Curriculum Vitae
- Certified copies of qualifications and academic transcripts
- Police clearance report from Fraud and Anti-Corruption Office obtained within the last 6 months
- Medical clearance obtained from a recognized medical practitioner authorized by the Secretary for Department of Health
- Two (2) Character References and Two (2) Professional References from previous employers confirming managerial competence and achievements (must have been written within the last 2 years).

All intending applicants must obtain an information pack prior to submission of their application.

Information Packs will contain a copy of the national gazette with full details of the job specification and requirements for application submission. Information packs can be obtained by contacting Vanguard International.

For all enquiries email [executiverecruitment@vanguard.com.pg](mailto:executiverecruitment@vanguard.com.pg) or call (675) 7500 7500.

**Applications close at 5pm on Friday, 14<sup>th</sup> March 2025.**

**Authorized by: Ms. Taies Sansan – Secretary**

Department of Personnel Management

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [executiverecruitment@vanguard.com.pg](mailto:executiverecruitment@vanguard.com.pg) together with a copy of your CV in MS Word format.