

## **POSITION DESCRIPTION**

National Department of Health

### **AM25000172 - Deputy Secretary, Health Policy & Corporate Services - Gr.19**

The **National Department of Health (NDoH)** has an opportunity for a **Deputy Secretary, National Health Policy & Corporate Services** to provide executive leadership and support to the Secretary for Health. The Deputy Secretary for Health Policy & Corporate Services will oversee and Coordinate Development of all Health Law Reforms, Acts, Legislations and Regulations, Health Policies and Planning including; National Health Plan, Corporate Plans, Coordination of all Legal and Governance functions, International Development Partnership Coordination and International Health Policy and reforms, all Corporate Services Functions including Medical Supplies Procurement & Distribution, oversight Financing/Budget processes & Systems, Health Workforce development, ICT Reforms, Medical Supplies Reforms, Internal Audits & Quality/Standards Assessments, Coordination of Provincial Health Authorities (PHAs) and Health Sector Performance Monitoring.

#### **Key areas of responsibilities are:**

- Oversee and Coordinate of all NDoH Corporate Services and Health Sector Policies, Health Laws, Acts, Regulations, Legal & Governance, Planning, Budgeting & Financing Functions
- Oversee and Coordinate Health Sector Workforce Planning, Development & Distribution
- Oversee ICT Infrastructure Reforms for the Health Sector
- Oversee and Coordinate Development and Implementation of Provincial Health Authorities (PHAs) Governance and systems
- Coordinate and support Implementation of PHA standard organisational Structures, Finance & Business Performance Monitoring
- Oversee Health Sector Health Service Delivery Performance Management and Monitoring
- Oversee and Coordinate Health Sector Medical Supplies Procurement & Distribution
- Oversee and Coordinate Implementation of Medical Supplies Reforms
- Oversee and Coordinate Special project and Management
- Oversee International Development Partnership Coordination and International Health Policy
- Oversee and Coordinate of all other Stakeholders, Key Government Agencies and Development Partners for Health Plans/Program Resourcing and Support.

#### **Qualifications, Knowledge & Experience:**

- Do you have a Master's Degree in Health Economics/Finance, Law/Corporate Governance, Public Policy Management, specifically in Health Systems Management, Masters in Public Health or Business Management (MBA) or Masters in HR Development & Planning? If yes, provide details
- Do you have Bachelor Degree in Economics/Finance, Commerce, Law or Health Related Qualification? If yes, provide details
- Do you have more than 10 years relevant experience working in an Executive Management role in a health setting, or similar, specifically in Health Systems Management? Provide details
- Share your experience in Health Systems Financing/Budgeting and Health Specific Human Resources Planning, Development and requirements
- Share your experience in Public policy development, planning and program implementation, specially Health Systems
- How familiar are you with the Public Service Management Act (PSMA), Public Finance Management Act (PFMA) and the General Orders (GO) and Regulations, PHA Acts and Regulations and other enabling laws? Please explain
- What is your knowledge about PNG Health Sector, the Health Systems and its Challenges including High Level of understanding of the National Health Administration Act 1997?
- What is your knowledge about the GoPNG Accounting System (IFMS) and Government Payroll System (Alesco)? Please explain

- What is your knowledge of National Health Plan (NHP), and World Health Organization's SDGs? Please explain
- What is your knowledge of the National Health Service Standards (NHSS) for Health Services in PNG? Please explain
- Are you familiar with the quality assurance and quality improvement practices and procedures? Please explain

**Criminal and Citizenship Criteria:**

- Must meet the fit and proper person and must meet all criteria according to the Government General Orders (GO) of the Public Service Management Act (PSMA) for Executive Positions
- Must not be currently under investigation relating to Fraud or been referred for Fraud investigations
- Must have formal clearance from appropriate Authorities to apply if currently under disciplinary enquiry
- Must be a PNG Citizens.

**APPLY NOW**

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/>, download and complete the online application form then submit together with your updated CV, including details of three (3) referees with current contact details and certified copies of qualifications by email to [executiverecruitment@vanguard.com.pg](mailto:executiverecruitment@vanguard.com.pg)

For more information, call (+675) 7500 7500.

**Applications close at 5pm on Monday, 14<sup>th</sup> July 2025**

*Only shortlisted applicants will be contacted*

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.