



Government of Papua New Guinea

**DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT AFFAIRS
ADVERTISEMENT NO. 1 / 2011**

VACANT POSITIONS

Department of Provincial and Local Government Affairs (DPLGA) is a central agency Department that is providing technical and administrative capacity building support to all sub-national governments for good governance and effective service delivery.

The Department now seeks to recruit suitably qualified and experienced persons to fill the following vacant positions.

<u>POSITION NUMBER</u>	<u>DESIGNATION</u>	<u>CLASSIFICATION</u>
Executive Branch		
PAEX.004	Executive Officer (Secretary)	Gr.16
PAEX.005	Executive Assistant (Sec.)	Gr.13
PAEX.006	Executive Assistant (Dep. Sec PM&I)	Gr.12
PAEX.007	Executive Assistant (Dep. Sec. (TAS)	Gr.12
PAEX.008	Driver Clerk	Gr.08
Internal Audit Unit		
PAIA.001	Chief Internal Auditor	Gr.18
PAIA.002	Senior Internal Auditor	Gr.16
PAIA.003	Senior Internal Auditor	Gr.16
PAIA.004	Internal Audit Clerk	Gr.12
PAIA.005	Executive Assistant	Gr.11
PLLSMA Secretariat		
PAPS.001	Director	Gr.18
PAPS.002	Coordinator (Nat. Cord. & Consultation)	Gr.16
PAPS.003	Coordinator (Nat. Secretariat Services)	Gr.16
PAPS.004	Admin Officer	Gr.12
PAPS.005	Executive Assistant	Gr.11
Performance Monitoring Division		
PAPM.001	Director	Gr.19
PAPM.002	Assistant Director (S/H)	Gr.18
PAPM.003	Assistant Director (Is/M)	Gr.18
PAPM.004	Senior Coordinator (S)	Gr.16
PAPM.005	Senior Coordinator (H)	Gr.16
PAPM.006	Senior Coordinator (Is)	Gr.16
PAPM.007	Senior Coordinator (M)	Gr.16
PAPM.008	Coordinator (S)	Gr.14

PAPM.009	Coordinator (S)	Gr.14
PAPM.010	Coordinator (H)	Gr.14
PAPM.011	Coordinator (H)	Gr.14
PAPM.012	Coordinator (Is)	Gr.14
PAPM.013	Coordinator (Is)	Gr.14
PAPM.014	Coordinator (M)	Gr.14
PAPM.015	Coordinator (M)	Gr.14
PAPM.016	Assistant Coordinator (H)	Gr.12
PAPM.017	Assistant Coordinator (Is)	Gr.12
PAPM.018	Assistant Coordinator (S)	Gr.12
PAPM.019	Assistant Coordinator (M)	Gr.12
PAPM.020	Executive Assistant	Gr.11

Governance & Institution Development Division

PAGID.001	Director	Gr.19
PAGID.002	Assistant Director (Governance Compliance)	Gr.18
PAGID.003	Assistant Director (Institution Development)	Gr.18
PAGID.004	Assistant Director (Program Management)	Gr.18
PAGID.005	Senior Advisor-Governance (M/H)	Gr.16
PAGID.006	Senior Advisor-Governance (S/NGI)	Gr.16
PAGID.007	Senior Advisor Institution Dev. (M/H)	Gr.16
PAGID.008	Senior Advisor Institution Dev. (S/NGI)	Gr.16
PAGID.009	Senior Program Off.-Implement	Gr.16
PAGID.010	Senior Program Off.-Training & Awareness	Gr.16
PAGID.011	Advisor-Governance (M/H)	Gr.14
PAGID.012	Advisor-Governance (S/NGI)	Gr.14
PAGID.013	Advisor-Institution Dev.(M/H)	Gr.14
PAGID.014	Advisor-Institution Dev (S/NGI)	Gr.14
PAGID.015	Program Officer (Implementation & Monitoring)	Gr.14
PAGID.016	Program Off.-Training & Awareness	Gr.14
PAGID.017	Technical Assistant (Governance)	Gr.12
PAGID.018	Technical Assistant (Institution Development)	Gr.12
PAGID.019	Technical Assistant (Program Management)	Gr.12
PAGID.020	Executive Assistant	Gr.11

Capacity Building Coordination Division

PACBC.001	Director	Gr.19
PACBC.002	Assistant Director (Technical Support)	Gr.18
PACBC.003	Assistant Director (Program Coordination)	Gr.18
PACBC.004	Manager Programs (S/M)	Gr.16
PACBC.005	Manager Programs (H/NGI)	Gr.16
PACBC.006	Technical Off.	Gr.16
PACBC.007	Technical Off.	Gr.16
PACBC.008	Technical Off.	Gr.16
PACBC.009	Technical Off.	Gr.16

PACBC.010	Program Coordinator	Gr.14
PACBC.011	Program Coordinator	Gr.14
PACBC.012	Program Coordinator	Gr.14
PACBC.013	Program Coordinator	Gr.14
PACBC.014	Program Coordinator	Gr.14
PACBC.015	Program Coordinator	Gr.14
PACBC.016	Logistic Support Off.	Gr.12
PACBC.017	Executive Assistant	Gr.11

Border & Special Projects Division

PABSP.001	Director	Gr.19
PABSP.002	Assistant Director - BSP	Gr.18
PABSP.003	Border Admin Off. (Vanimo)	Gr.16
PABSP.004	Border Admin Off. (Daru)	Gr.16
PABSP.005	Border Admin Off. (Buin)	Gr.16
PABSP.006	Coordinator (Wutung Border Post)	Gr.14
PABSP.007	Asst. Border Admin Off. (Mari Post)	Gr.14
PABSP.008	Coordinator (Dome Post)	Gr.14
PABSP.009	Project Off.- Lands	Gr.16
PABSP.010	Camp Administrator (East Awin Refugee Camp)	Gr.15
PABSP.011	Logistic Support Off.	Gr.12
PABSP.012	Executive Assistant	Gr.11

Legal & Policy Division

PALP.001	Director	Gr.19
PALP.002	Assistant Director (Legal Services)	Gr.18
PALP.003	Assistant Director (Policy & Planning)	Gr.18
PALP.004	Senior Legal Off. (Advisory & Litigation)	Gr.17
PALP.005	Senior Legal Off. (Legislation)	Gr.17
PALP.006	Senior Policy & Planning Off.	Gr.16
PALP.007	Legal Off. (Advisory & Litigation)	Gr.15
PALP.008	Legal Off. (Legislation)	Gr.15
PALP.009	Policy Research Off.	Gr.14
PALP.010	Professional Assistant (Legal Services)	Gr.13
PALP.011	Gazettal Clerk	Gr.11
PALP.012	Executive Assistant	Gr.11

Corporate Support Services Division

PACS.001	Director	Gr.19
PACS.002	Executive Assistant	Gr.11

Finance & Administration Branch

PAFA.001	Assistant Director	Gr.18
PAFA.002	Accountant	Gr.16
PAFA.003	Principal Budget Officer	Gr.15
PAFA.004	Manager - Administration	Gr.15
PAFA.005	Machinist	Gr.14
PAFA.006	OIC - Office Services	Gr.13
PAFA.007	Budget Officer	Gr.13
PAFA.008	Certifying Officer.	Gr.13
PAFA.009	OIC - Registry	Gr.13

PAFA.010	Examiner	Gr.12
PAFA.011	Commitment Clerk	Gr.11
PAFA.012	Reconciliation Clerk	Gr.11
PAFA.013	Paying Officer	Gr.11
PAFA.014	Registry Clerk	Gr.11
PAFA.015	Executive Assistant	Gr.11

Human Resource Management Branch

PAHRM.001	Assistant Director	Gr.18
PAHRM.002	Senior HR Development Officer	Gr.16
PAHRM.003	Senior Personnel Officer	Gr.16
PAHRM.004	Training Officer	Gr.14
PAHRM.005	Coordinator – HRD Programs	Gr.14
PAHRM.006	Personnel Officer	Gr.14
PAHRM.007	OIC Salaries	Gr.14
PAHRM.008	Assistant Training Officer	Gr.12
PAHRM.009	Staff Clerk	Gr.12
PAHRM.010	Staff Clerk	Gr.12
PAHRM.011	Data Entry Clerk	Gr.11
PAHRM.012	Executive Assistant	Gr.11

Information & Communication Technology Branch

PAIT.001	Assistant Director	Gr.18
PAIT.002	Senior Technical Off. (IT)	Gr.16
PAIT.003	Senior Technical Off. (Information Management)	Gr.16
PAIT.004	Technical Off. (IT)	Gr.14
PAIT.005	Technical Off. (IT)	Gr.14
PAIT.006	Information Off.	Gr.14
PAIT.007	Database Administration Off.	Gr.14
PAIT.008	Assistant Database Administration Off.	Gr.12
PAIT.009	Executive Assistant	Gr.11

Applications must be strictly in writing (*no electronic submissions*) and submitted in quadruplicate (1 original plus 3 copies), and addressed to:

The Secretary
Department of Provincial and Local Government Affairs,
P O Box 1287,
Boroko, NCD.

Attention: Acting Assistant Director (HRM)

This advertisement is also available on our website: www.dplga.gov.pg . Job descriptions for all the positions advertised can be picked up at DPLGA HRM Branch, 9th Floor, Somare Foundation Building, Waigani.

Take note that the two deputy Secretary positions that have been previously advertised, have been withdrawn until further notice. We apologize for any inconvenience caused.

For further information, please contact our HRM office on telephone: 301 1037 / 301 1079 / 301 1053 or our switch on 325 0233.

Applications close on **Friday 25th February 2011 at 4.06pm**

Authorized by:

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MANASUPE Z. ZURENUOC, OBE
Secretary