



Department of Commerce and Industry

VACANT POSITIONS

The Department of Commerce and Industry mandated function is to facilitate private sector involvement in the economy. The Department is committed to promoting value-added manufacturing and downstream processing of our natural resources, encourage the growth of small and medium enterprises (SMEs) and industries to strengthen and maintain sustainable growth, creation of income earning opportunities thus improving the standard of living of Papua New Guineans.

The Department is inviting dynamic and exceptional candidates to join its Executive Management Team.

POSITION NUMBER: CIEX.13 (Gr.19) DESIGNATION: Deputy Secretary - Operations

Key Responsibilities

- Provides strategic advice in the development and implementation of relevant policies pursuant to growth strategies of commerce and industry in Papua New Guinea.
- Leads negotiations with foreign investors and resource owners on major impact resource development projects including the FTZ, SEZ, PMIZ, and the Sepik Plains Project.
- Ensures the participation of the private sector and relevant stakeholders in major industry and business forums.
- Encourages the growth of SMEs in the Provinces through relevant technical and advisory support services.
- Supports the Secretary in managing the Department.

Expected Competencies

- Possess a master's degree in economics, business management or related discipline from a recognized university.
- More than 10 years of relevant work experience at the senior management level in key government departments or the private sector.
- Extensive understanding of the business and industry environments and whole of Government public policy management framework.
- Broad understanding of regional, global trade negotiations and agreements and post APEC Commitments.
- Demonstrated strategic leadership and management ability in implementing key deliverables of the Department under DCI Corporate Plan 2018-2022 and Annual Management Plan.

POSITION NUMBER: CIEX.15 (Gr.19) DESIGNATION: Deputy Secretary - Policy & International Business

Key Responsibilities

- Provides strategic advice and directions on the formulation and development of appropriate policies and regulations of the sector including the National Content Plan, Manufacturing Policy, Special Purpose Economic Vehicle Policy and Best Business Practice Policy, Construction Industry Policy, e-commerce, etc.
- Facilitate a strong partnership with CSAs to harmonise policies and interventions for inclusive growth in the sector.
- Provide strategies for the encouragement of foreign investors increased investment in resource projects.
- Provides strategic advisory services on the implementation of post APEC 2018 Commitments.
- Demonstrated skills to evaluate and carry out assessments on the performance of Department's PIP programs and projects.
- Supervise and monitor the implementation of DCI Corporate Plan 2018-2022 and the Annual Management Plan
- Facilitates the development of e-library in the Department
- Supports the Secretary in the management of the Department.

Expected Competencies

- Possess a master's degree in public policy, economics, business management or related discipline from a recognized university.
- More than 10 years of relevant work experience at the senior management level in key government departments or the private sector.
- Possess knowledge and understanding of the whole of Government public policy management framework.
- Support negotiations of regional, global trade agreements based on PNG investment and trade policies.
- Demonstrated strategic leadership and management ability in implementing key deliverables of the Department under DCI Corporate Plan 2018-2022 and Annual Management Plan.

POSITION NUMBER: CIOC.01 (Gr.18) DESIGNATION: First Assistant Secretary - Commerce

Key Responsibilities

- Provides in-depth advice to Deputy Secretary and top management on key issues affecting the commerce and business sector.
- Ensures effective performance outcomes for all key divisional work programs.
- Promotes the growth of SMEs/ MSMEs/ Women in Business and Business Promotion Centres in the Provinces through technical and advisory support services.
- Facilitates negotiations with foreign investors and resource owners on major impact projects under FTZ, SEZ, PMIZ, and the Sepik Plains Project.
- Coordinates development of the National Content Plan.

Expected Competencies

- Bachelor's degree or master's degree preferable in business management, economics, public policy management or a relevant discipline.
- At least seven years of relevant work experience at middle management level in key government agencies or private sector.
- Extensive understanding of the business and industry sector environment and whole of government public policy management framework.
- Aware of regional, global trade agreements and post APEC Commitments.
- Knowledge of the National Development Plans such as PNG Vision 2050, MTDP 11 & 111 as well relevant laws and regulations.
- Demonstrated leadership and management ability in implementing priority deliverables of the Department.
- Excellent interpersonal skills to build and sustain effective work relationships through team work within the Department and external stakeholders.
- Strong negotiations skills for industry, government, project development partners and other stakeholders.

POSITION NUMBER: CIOI.01 (Gr.18) DESIGNATION: First Assistant Secretary - Industry

Key Responsibilities

- Provides in-depth advice to Deputy Secretary - Operation and top management on industry sector issues affecting the economy.
- Supports and coordinates growth and development of Small Medium Industry, eg, cottage industry.
- Facilitates and coordinates Foreign Direct Investment (FDI) projects in various sectors of the economy.
- Coordinates the development of MOU/MOAs between resources owners and developers for major impact projects.
- Administer Public Investment Program (PIP) Projects.
- Support local exporters and maintain international quality standards and competitiveness through down-stream processing and value-adding.

Expected Competencies

- Bachelor's degree or master's degree preferable in business management, economics, public policy management or a relevant discipline.
- At least seven years work of relevant experience at middle management level in key government agencies or private sector.
- Extensive understanding of the business and industry sector environment and whole of government public policy management framework.
- Aware of regional, global trade agreements and post APEC Commitments.
- Knowledge of the National Development Plans such as PNG Vision 2050, MTDP 11,111 as well relevant laws and regulations.
- Strong negotiations skills in support of industry, government, project development partners and other stakeholders.

POSITION NUMBER: CIPD.01(Gr.18) DESIGNATION: First Assistant Secretary - Policy & Development

Key Responsibilities

- Provides in-depth policy assessment and advice to the Deputy Secretary responsible for Policy & International Business.
- Coordinates the development of major Government policies such as the proposed Manufacturing Policy

Key Responsibilities

- National Content Policy, Business Best Practice, Industry Master Plan and Special Purpose Economic Vehicles (SPEVs).
- Ensures effective implementation of post APEC 2018 Commitments in conjunction with key National departments, development partners and relevant stakeholders in business and industry.
- Produces and disseminates domestic and international business, trade and investment statistics and data through Updated Trade Data -Base, Investment Incentive Guide, Updated Manufacturers Directory and DCI Policy Supplement.
- Coordinates preparation of DCI strategic plans inclusive of Corporate & Management Plan and Annual Management Report.
- Coordinate assessment and review of existing policies, and implementation of NEC Decisions on Free Trade Zones, Special Economic Zones, Foreign Direct Investment, and other major economic impact projects.

Expected Competencies

- Bachelor's degree or master's degree preferable in business, economics, public policy and management or a relevant discipline.
- At least seven years work of relevant experience at middle management level in key government agencies or private sector.
- Extensive understanding of the business and industry sector environment and whole of government public policy management framework.
- Aware of regional, global trade agreements and post APEC Commitments.
- Knowledge of the National Development Plans such as PNG Vision 2050, MTDP 11 & 111 as well relevant laws and regulations.
- Strong negotiations skills in support of industry, government, project development partners and other stakeholders.

POSITION NUMBER: CIPL.01(Gr.18) DESIGNATION: First Assistant Secretary - International Business

Key Responsibilities

- Provides in-depth assessment and advice to Deputy Secretary responsible for Policy international trade and investment matters.
- Provides support on implementation of trade agreements that Papua New Guinea is a signatory to.
- Contributes to policy discussions on Foreign Direct Investments (FDIs) and facilitate the engagement of FDIs in different sectors of the economy.
- Facilitates and support product development of goods and services to meet international standards.
- Engages producers /exporters to participate at international trade expo's.

Expected Competencies

- Bachelor's degree or master's degree preferable in business, economics, public policy and management or a relevant discipline.
- At least seven years work of relevant experience at middle management level in key government agencies or private sector.
- Extensive understanding of the business and industry sector environments and whole of government public policy management framework.
- Aware of regional, global trade agreements and post APEC Commitments.
- Knowledge of the National Development Plans such as PNG Vision 2050, MTDP 11 & 111 as well relevant laws and regulations.
- Strong negotiations skills with industry, government, project development partners and other stakeholders.

POSITION NUMBER: CCSD.01(Gr.18) DESIGNATION: Director - Corporate Services

Key Responsibilities

- Provides in-depth corporate advice and support services to the Secretary.
- Ensures effective and efficient management of all financial resources and reporting.
- Promotes a conducive corporate culture through appropriate organisation change management initiatives and interventions.
- Ensures the implementation & support review of the Corporate and Management Plan.

Key Responsibilities

- Development and management of ICT services of the Department
- Support the Secretary in managing the department

Expected Competencies

- Possess a bachelor's degree or master's degree preferable in business management, human resource development or a relevant discipline.
- At least seven years work of relevant experience at middle management level in key government agencies or private sector.
- Demonstrated leadership and strategic management abilities.
- Extensive understanding of the corporate, legal and internal business environment.
- Demonstrated leadership and management ability in implementing priority deliverables of the Department.
- Excellent interpersonal skills for effective work relationships through team work within the Department and external stakeholders.

POSITION NUMBER: CCIU.01 (Gr.18) DESIGNATION: Director - Construction Industry Unit

Key Responsibilities

- Provide policy advice to the Secretary on appropriate policies to promote the construction industry in the country.
- Provide leadership in the development of the construction industry legal frame work for the establishment of the Construction Development Authority.
- Facilitate appropriate assistance programs for small and medium size locally owned contractors.
- Maintain a registry of contractors

Expected Competencies

- Possess a bachelor's degree or master's degree preferable in engineering, architecture, business management, or relevant discipline.
- At least seven years work of relevant experience at middle management level in the construction industry.
- Demonstrated leadership and strategic management abilities.
- Extensive understanding of the construction industry sector in the country.
- Demonstrated leadership and management ability in implementing priority deliverables of the Department.

Excellent interpersonal skills for effective work relationships through team work within the Department and external stakeholders.

Deputy Secretary (Grade 19) - Salary Range K79,979-97,552 pa plus contract benefits
Director / First Assistant Secretary (Grade 18) - Salary Range Gr.18 K65,562-80,132 pa plus contract benefits

Interested applicants are requested to submit in triplicates copies of their resume/ CV, education qualifications including three (3) recent referees to the Human Resource Manager, Department of Commerce and Industry, Moale Haus or mail it to P.O. Box 375, Waigani, NCD or emailed to Charles.Joshua@dc.gov.pg It is also compulsory that applicants must have a Police Clearance acquired over the past two weeks

Further details about the Job Description and other employment benefits can be obtained from the DCI Website www.dci.gov.pg, under employment or from the HR Branch of the Department, telephone number 325 7358 - Mr. John Pulo.

Applications close 4.06 pm Wednesday 27th February 2019. Late applications will not be considered.

NB. Only shortlisted applicants will be contacted for interview.

Authorised By