



NATIONAL JUDICIAL STAFF SERVICE

The National Judicial Staff Service is seeking to recruit a qualified and experienced person to fill the vacancy within Papua New Guinea Centre for Judicial Excellence (PNGCJE) at Waigani. Interested Applicants are now invited to apply for this position:

Position No.	Designation	Pay Grade	Salary Range	Location
JS.JTC.001	Deputy Executive Director – PNG CJE	NJS14	K149, 955 p.a.	Waigani

Grade NJS14 is a Contract Position which attracts contract allowances exclusive of the base salary. Table below shows the type of Allowances for this position. **Note:** *Accommodation is not provided, and other employment terms and conditions are similar to those in the Public Service.*

Pay Grade	Category	Gratuity	Housing	Vehicle	SDMA	Utilities	Telephone	Entertainment
NJS14	N1	25% of Base Salary	26,000.00	26,000.00	30,000.00	2,600.00	2,500.00	4,000.00

Key Accountabilities, Qualification, Knowledge, Skills and Experience:

Interested Applicants for the position of Deputy Executive Director – PNG CJE:

Must possess skills and/or experience in Management, Planning, Project Management, Human Resource Management, Financial Planning/Management, Community Relations and Advocacy;

- Must possess tertiary qualifications in Law and /or Education or related disciplines and preferably with post- graduate studies in Law;
- Preferably be a Lawyer with 10 years' experience in Law, Education, or a related executive role in the Pacific;
- Preferably have been exposed to adult learning and training principles and who have assessed, developed, delivered, and evaluated continuing judicial education programs.

Interested applicants are required to submit applications by email or hand-delivery which must include a curriculum vitae, copies of educational qualifications and the contact details of at least 3 referees who can attest to the applicant's work experience, skills, and personal attributes. The applicants are encouraged to obtain a Job Description before submitting application from the HR - OD & Recruitment Branch to address each of the key accountabilities, Qualifications and Knowledge requirements including relevant work experiences. Contact recruitment team on telephone No. 3245871/3245876 or via email: hrrecruitment@pngjudiciary.gov.pg to obtain job descriptions.

Note: only short-listed applicants will be contacted for an interview.

All applications should be lodged no later than 4:06pm Friday 21st July 2023 and addressed to:

The Secretary
National Judicial Staff Service
P O Box 7018,
BOROKO.
National Capital District.

Attention: Manager - Organizational Development & Recruitment.