



Public Service of Papua New Guinea

VACANCY NOTICE

DIRECTOR - Executive Level 5 National Museum and Art Gallery

The country's premier cultural institution, PNG National Museum & Art Gallery is charged with the duty to secure Papua New Guinea's cultural future through preserving our historical past, conserving our natural heritage and promoting our contemporary culture. The Museum is the leading and the responsible cultural institution instigating greater respect and deeper appreciation of Papua New Guinea's cultural heritage through scientific research and education.

The Museum is searching for a skilled, passionate and knowledgeable candidate to become its new Director. The Director is the Head who provides leadership and strategic management of the National Museum & Art Gallery in line with the *National Museum & Art Gallery Act*, the *Public Finance Management Act*, the *Public Services Management Act* and the *General Orders* of the Public Service for an efficient and prudent management and administration of the Institution.

This is a Senior Executive Position in the Public Service and the ideal candidate should:

- Hold a Masters or a PhD Degree is preferable in the fields of Anthropology, Archaeology, History or Biology;
- Have postgraduate experience in Museum management;
- Possess high-level skills in management, policy, programs development, implementation, monitoring and evaluation;
- Wider experience in Management with organizational and leadership of high orders;
- Be knowledgeable of the Museum's remit of legislative responsibilities including Government policies and legislations and Public Service Business Process;
- Demonstrate an ability to provide intellectual leadership in the scientific and educational outcomes of the Museum which are consistent with its Corporate Plan and Vision;
- Be of good character and repute, with no previous criminal record;
- Other desired experience includes proven skills in communication; report writing and production; publications; public speaking/presentations; demonstrated community involvement; ability to seek funding; and a willingness to work according to the National Museum and Art Gallery's core values, and operating principles and to become or be familiar with the history and culture of Papua New Guinea.

As part of the requirements, applicants are advised to also submit the following documents:

- i) Police clearance obtained from Fraud and Anti-Corruption Office over the last six (6) months to date
- ii) Medical Clearance obtained from medical practitioners as authorized by the Secretary for Health and must be within the last six (6) months
- iii) Certified Birth Certificate for prove of Age (not less than 35 years of age and not more than 65 years of age)
- iv) Two (2) written character references and two (2) written professional references

Further details about this vacancy can be obtained in person at the National Museum and Art Gallery, Waigani or email Executive Officer to Trustees ; dgutuma@museumpng.gov.pg

Applications close at 4.06pm Friday 09th of March 2018. Forward your written Applications (2 signed copies) by hand to:

Board of Trustees
PNG National Museum & Art Gallery
PO Box 5560
BOROKO
National Capital District

Attention: Human Resource Manager

Note: Applicants can email their signed applications and supporting documents to this email address: jmalaisa@museumpng.gov.pg.

Authorised by;

NMAG Board of Trustees