



NATIONAL JUDICIAL STAFF SERVICE

The National Judicial Staff Service is seeking to recruit qualified and experienced persons to fill the following vacancies at Waigani National Court within Internal Audits Section and Corporate Planning Division. Interested candidates are now invited to apply for these positions;

Position No.	Designation	Pay Grade	Salary Range	Location
JS.EXE.031	Senior Internal Auditor	NJS11	K 72, 248.00 pa	Waigani
JS.EXE.030	Assistant Internal Auditor	NJS09	K 44, 571.00 – K 54, 475.00 pa	Waigani
JS.CPD.003	Monitoring and Evaluation Officer	NJS10	K51, 161.00 – K 62, 531.00 pa	Waigani
JS.CPD.015	Records Officer	NJS03	K22, 496.00 – K 27, 496.00 pa	Waigani

Grade NJS11 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 the Public Service.

Pay Grade	Category	Gratuity	Housing	Vehicle	SDMA	Utilities	Telephone	Entertainment
NJS11	N4	25% of Base Salary	10,000.00	7,500.00	10,000.00	500.00	500.00	500.00

Key Accountabilities, Qualification, Knowledge, Skills and Experience:

Interested Applicants for the position of **Senior Internal Auditor** must;

- Possess Advance Accounting Diploma or Accounting Degree, Bachelor Degree in Commerce, or Business Management from a recognised institution and be a member of CPA PNG or other recognised institutions;
- At least 5 years of minimum relevant work experience in audit work;
- Monitor work of the internal audit work team to ensure objectives and goals of internal audit unit is met;
- Other duties as directed by Manager – Audits

Interested Applicants for the position of **Internal Audit Officer** must;

- Possess Advance Diploma in Accounting or Accounting Degree, Bachelor Degree in Commerce or Business Management from a recognised institution and be a member of CPA PNG or other recognised institutions;
- At least 5 years of minimum relevant work experience in audit work;
- Carry out investigation, data analytic, general observations and other tasks as directed by senior internal Auditor and Manager – Audits

Interested Applicant for the position of **Monitoring & Evaluation Officer** must;

- Possess Bachelors in Strategic Management, Finance (Accountancy), Commercial Law, or Public Administration from a recognized institution;
- At least 5 years of relevant work experience in a similar role in both private and public sector organizations;
- Knowledge in project planning and monitoring, demonstrating capabilities of meeting deadlines, analyzing information & data;
- Ensure corporate plans are achieved in a timely manner and other duties as directed by Director – Corporate Planning.

Interested Applicant for the position of **Records Officer** must;

- Possess minimum grade 12 preferably with diploma in Administration and Records management;
- At least 2 years of relevant work experience in record management and general office administration is desirable;
- Knowledge of maintaining effective data base system and provide information to the management in effective manner.

Job Descriptions can be obtained from the HR - OD & Recruitment Branch to address each of the selection criteria. Contact telephone No. 3245889/3245876 or via email: recruitment@pngjudiciary.gov.pg / Website: www.pngjudiciary.gov.pg under News & Events, Advertisement.

Interested candidates are required to submit applications by email or hand delivered (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).

Please note that only short-listed applicants will be contacted.

All applications should be lodged no later than 4:06pm Friday 29th March, 2019 and addressed to:

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

Attention: Manager - Organizational Development & Recruitment.

"NJS DOES NOT ACCEPT PAYMENTS FOR EMPLOYMENT, WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER"