



PNG EXTRACTIVE INDUSTRIES  
TRANSPARENCY INITIATIVE  
NATIONAL SECRETARIAT



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## TERMS OF REFERENCE (TOR) FOR A RECRUITMENT CONSULTANT

The Papua New Guinea Extractive Industries Transparency Initiative is a global best practice standard that promotes the principles of accountability and transparency in the mining and petroleum value chain. Papua New Guinea started implementing the initiative in 2013. The administrative and technical support of the EITI Governing body known as the PNGEITI Multi Stakeholder Group (PNGEITI MSG) is provided by a National Secretariat within the Department of Treasury. To cater for the increased scope of work at National Secretariat, a recruitment drive is currently underway to increase staffing capacity and overall organisational adjustment to enable effective and efficient implementation of the EITI Standard. The EITI Standard continues to evolve over time as advancement in technology and the modern economy create room for improved management of the wealth generated from mineral and energy resources.

The PNGEITI National Secretariat Staffing capacity needs are directly linked to the recommendations of main PNGEITI Annual Reports. The PNGEITI validation reports which recommend PNG to close in on the data gaps identified in those reports for comprehensive disclosure of the PNG oil and gas sector activities which drive the national economy.

At the policy front, the PNGEITI creates a platform that converges leaders from the industry, Government and civil society to improve governance of the sector by acting on policy and legislative interventions through the EITI discourse.

As the administrative, technical and reporting mandate had increase significantly, the PNGEITI is recruiting the following additional staff.

### 1. DIRECTOR - POLICY & PROGRAMS

Reporting to the Executive Director, the Director - Policy & Programs will be responsible for providing leadership, strategic planning, policy advice, technical and programs oversight to support the core functions of the Secretariat.

#### Main Duties/Responsibilities:

- Coordinate and manage all international development partners (IDPs) programs, meetings, events, consultations and oversee and monitor implementation of these activities;
- Establish and maintain close relationships with EITI International Secretariat office, the Asia Pacific Regional office as well as other EITI implementing countries. This includes global conference event, regional workshops and meetings, webinars, on-line meetings (zoom, skype, Microsoft) and other engagement programs;
- Ensure implementation of EITI programs in country are consistent with the requirements and principles of the EITI Standard and in alignment with government's policy priorities and development strategies and visions;

- Ensure the Policy and Programs Branch contribute to Secretariat's quarterly newsletter and magazines production, the Annual Activity Reports, the work plans, industry employment surveys, researches and other reports and publications as required from time to time;
- Manage external and internal programs on PNGEITI activities and ensure policies objectives are consistent with the extractive sector. This includes advising on EITI International activities, the EITI Standard and its Requirements as reviewed and adopted from time to time;
- Coordinate, manage and oversee the compilation, proof reading and quality checking and assurances on editorial works on the chapters in the PNGEITI annual reports, especially the contextual parts of the reports, the write up of the EITI Section in the annual national budget Economic Policy Document, Volume 1 and other reports and publications prepared by the Secretariat;
- Ensure there is effective coordination and organization of the Technical Working Groups (TWGs) meetings, the Committees or Sub-Committees meeting on the various programs implemented by the Secretariat;
- Responsible for drafting and reviewing the PNGEITI Annual Work Plans and the Multi-Year Work Plans in a timely manner and to submit to the TWG through the Executive Director for MSG's consideration and approval;
- Responsible for drafting ministerial briefs, statements, speeches, press releases, talking points, power point presentations and general updates on EITI implementation activities for the Executive Director, MSG members and the Chairman of the MSG;
- Responsible for drafting NEC Policy Submissions and Information Papers for policy and legislative reforms arising from recommendations from the; EITI annual reports, EITI Validations Reports, MSG commissioned reports and such other activities as instructed by the Executive Director;
- Responsible for drafting Minister's foreword, MSG Statements and other relevant sections in the annual PNGEITI reports production;
- Initiate and conduct research on topics of interest and analyse survey outcomes for dissemination to stakeholders;
- Maintain working relationship with mining and petroleum industry players or industry peak bodies and relevant government institutions on policy and technical issues related to the extractive sector;
- Attend official invitations and engagements (forums, conferences, panel discussions, etc) on behalf of the Executive Director and do presentations, deliver speeches and statements on the work of PNGEITI and its MSG;
- Responsible for conducting regular reviews and monitoring the Secretariat's work plans to ensure Key Performance Indicators (KPIs) are implemented as planned and produce monitoring and evaluation reports on a regular basis; and
- Perform such other duties as instructed by the Executive Director and the MSG.

#### **Experience, Skills & Qualifications:**

- Bachelor's Degree in Economics, Development Economics, Public Policy or Social Science or a Master's Degree in the above fields is preferable.
- 5-10 years of work experience at executive management level.
- Some practical experience in policy analysis and public policy making process, initiating and drafting policy submissions, programming and program planning and familiar with the PNG public sector operation;

- Familiar with PNG tax laws and fiscal regime governing the extractive sector;
- Practical experiences in drafting high level ministerial briefs, statements, speeches and presentations;
- Strong public speaking and presentation skills; and
- Good report-writing and communications skills in both English and Tok Pisin.

## **2. DIRECTOR - MEDIA, COMMUNICATIONS & STAKEHOLDER ENGAGEMENT**

Reporting to the Executive Director, the Director - Media, Communications & Stakeholder Engagement will be responsible for managing and overseeing the media and communications strategy and communications plan of the Secretariat. The Director will also be responsible for strategic planning, building and maintaining strong network of stakeholders involved in EITI implementation. The Director is to develop and implement outreach and roadshow programs and engagements at the national, sub-national levels of governments, political levels, landowner groups and resources impacted or host communities.

### **Main Duties/Responsibilities:**

- Manage and ensure that the PNGEITI media and communications plan and strategy are implemented smoothly;
- Establish and maintain closer working relationship with relevant officials from the EITI International Secretariat, the regional EITI offices, other international organisations, development partners and EITI implementing and supporting countries on a regular basis;
- Manage the production and distribution of documents, publications, reports and other communication materials to stakeholders and the public;
- Attend official invitations and engagements (forums, conferences, panel discussions, etc) on behalf of the Executive Director and do presentations, deliver speeches and statements on the work of PNGEITI and its MSG;
- Develop and implement annual PNGEITI outreach and roadshow programs in close consultation with industry companies, provincial authorities and civil society organisations through- out the regions and in resources impact/host provinces;
- Build and maintain a working relationship with relevant stakeholders including government entities, civil society organisations, industry companies, development partners and other interested bodies or individuals on a regular basis;
- Plan, coordinate, network and establish EITI desks for extension of EITI implementation to sub-national levels of government in consultation with provincial and local level government authorities;
- Work with the Director for Policy & Programs to conduct regular visits to State entities responsible for implementing NEC directives arising from EITI reports and valuation recommendations and prepare progress updates to the MSG;
- Report on the discussions, issues and recommendations made from stakeholder consultations during meetings, outreaches, conferences, forums, roadshows and other engagement activities for the MSG's information and for Secretariat's references and records;
- Facilitate all PNGEITI media and communication information and trainings sessions to involve logistics including; preparing materials, organising promotional items, confirmation of programs, tracking activities, evaluation and support services;
- Ensure effective management of information flows between the Secretariat, development partners, project consultants and other external stakeholders;

- Develop media articles, produce contents and develop new tools for the Secretariat website to ensure the website is regularly updated/upgraded, modernised, consistent with that of the EITI International Secretariat's website;
- Manage PNGEITI's internal and external communication tools, including intranet, pamphlets, brochures, newsletters, posters, letterheads, business cards, etc and any required contracting relationships with IT service providers;
- Regularly upload and maintain PNGEITI products including; newsletters, reports, press releases, media statements, advertisements, articles and such other products onto the website as part of information dissemination to the public; and
- Perform such other duties as instructed by the Executive Director or the MSG.

#### **Experience, Skills & Qualifications:**

- Bachelor's Degree in Information and Communication Technology (ICT), Journalism, Public Relations, Marketing or a Master's Degree in the above fields is preferable;
- Minimum of 5-10 years of work experience in the communication, media, journalism and public relations or related fields;
- Experience with design, including Adobe, Desktop Publisher and Photoshop software;
- Strong public speaking and presentation skills; and
- Good report-writing and communications skills in both English and Tok Pisin.

### **3. DIRECTOR - PROJECTS & PROCUREMENT**

Reporting to the Executive Director, the Director for Projects & Procurement will be responsible for planning, coordinating, managing and overseeing the tendering and procurement process for all Secretariat projects including those funded by external development partners. The Director will also be responsible for initiating and preparing high quality internal and external funding proposals to secure funds to implement the Secretariat's projects and programs as per the Secretariat's work plans.

#### **Main Duties/Responsibilities:**

The Director for Projects & Procurement will support the Executive Director in undertaking the following duties:

- Ensuring effective implementation of business policies and procedures governing procurement management and control;
- Ensuring effective allocation and utilization of resources in support of the activities and programmes of the Secretariat as approved by the MSG;
- Overseeing the overall project procurement process - tendering, evaluation, placement and monitoring of portfolio of supplier contracts;
- Coordinate and facilitate the selection of appropriate suppliers and contractors in a transparent manner, and promoting sound public procurement practice;
- Manage the procurement function within the Secretariat including the development and improvement of training and skills of Secretariat staff;
- Maintain up-to-date information related to procurement legislation including the PNG Public Finances Management Act and the Financial Instructions for public procurement and ensuring that procurement procedures and processes are consistent with the above Act and development partners' procurement guidelines;

- Attend official invitations and engagements (forums, conferences, panel discussions, etc) on behalf of the Executive Director and do presentations, deliver speeches and statements on the work of PNGETI and its MSG;
- Initiate projects, plan and manage implementation from projects inception phase to completion;
- Work with the Manager Finance and Administration to prepare high quality funding proposals for the Secretariat to seek external funding from development partners and corporate sponsors to implement EITI projects as approved in the annual and multi-year work plans;
- Undertake tendering, evaluation, placement and monitoring of suppliers and contractors, consistent with government tendering and procurement process; and
- Perform such other duties as instructed by the Executive Director and the MSG.

#### **Experience, Skills & Qualifications:**

- Bachelor's Degree in Finance, Accounting, or Business Management, Social Sciences or a Master's Degree in the above fields is desirable;
- 5-10 years of work experience in tendering and procurement management, particularly in the public procurement system;
- Experience in project design and planning, management and execution;
- Computer literacy in Microsoft Office (proficiency in relevant procurement software is desirable);
- Some knowledge on international donor procurement processes would be an advantage;
- Strong public speaking and presentation skills; and
- Good report-writing and communications skills in both English and Tok Pisin.

#### **4. MANAGER - FINANCE, ADMINISTRATION & HUMAN RESOURCES**

Reporting to the Executive Director, the Manager Finance, Administration & Human Resources will be responsible for managing, planning and providing the technical oversight of the financial activities and general administration of the Secretariat. The Manager will ensure quality and timely preparation of monthly, quarterly and annual financial reports for the Secretariat and its multi-stakeholder group, development partners, corporate bodies, and submit such reports to the Departments of Finance and Treasury as required by the Public Finances Management Act. The Manager will also plan, manage and oversee all HR and office administration matters of the Secretariat.

#### **Main Duties/Responsibilities:**

- Develop, plan and manage finance and budget related activities for the Secretariat;
- Ensure submissions are made to the government (Department of Treasury) in a timely manner for annual budget appropriation and other external grant funding from donors, development partners, industry companies and other technical assistance for implementation of the Secretariat's annual and multi-year work plans;
- Oversee and maintaining records of all financial transactions and related documentations and preparing quarterly and annual financial reports consistent with government accounting procedures and external development partners and industry companies' guidelines and requirements;
- Manage petty cash and ensure payment vouchers are raised and cash book reports and contract ledgers are correctly entered after payments have been made;

- Coordinate and ensure meetings and appointments and are managed in an orderly manner and minutes of the deliberations at these meetings are taken and records are maintained;
- Plan, coordinate, manage and oversee quarterly MSG meetings and ensure minutes of these meetings are prepared in a timely manner;
- Ensure all Secretariat staff files are created, managed and maintained and records of office procedures or operating manuals (e.g., timesheets, clocking system, weekly staff activities report) are kept in an orderly manner;
- Budget, plan, purchase and manage stocks of office stationaries and equipment in an efficient manner for stocks to be available at all times;
- Closely liaise with the Director for Media, Communications and Stakeholder Engagement to plan, purchase and maintain all merchandises and promotional materials for outreach activities, conferences, roadshows and workshops that occur through-out the year as per the work plans;
- Manage and implement Secretariat payroll and processing of staff salaries and wages, staff superannuation payments, payments of IRC salaries and wages taxes and payments of membership subscription fees to affiliated organisations in a timely manner;
- Manage and ensure payment requests or invoices are processed in a timely manner and perform such other financial transactions for local and internationally engaged consultants and suppliers;
- Manage and coordinate all official duty travels and other logistical arrangements for Secretariat staff and the MSG;
- Ensure that the Branch provides strong administrative support to the MSG, the Technical Working Groups (TWGs), the Committees or Sub-Committees, the Executive Director and Secretariat staff as and when required; and
- Any other duties as instructed by the Executive Director or the MSG.

#### **Experience, Skills & Qualifications:**

- Bachelor's Degree in Finance, Accounting, Business Administration and Human Resources, Psychology or organisational development;
- 5-8 years of work experience in accounts, finance, office administration and HR Management;
- Computer literacy in Microsoft Office (proficiency in relevant financial software is desirable);
- Practical knowledge in principles and procedures for personnel recruitment, selection, training, compensation and employee benefits, employee relations and grievances, documentations and record keeping of staff files; and
- Possess organisational skills for managing various HR related tasks, meeting deadlines, effective communication skills for effective interaction, and adaptability skills for managing change and unpredictability.

#### **5. TECHNICAL OFFICER**

Reporting to the Director for Policy & Programs, the Technical Officer will be responsible for providing technical support on matters relating to EITI implementation, the requirements in the EITI Standard, resource governance issues and work with the Policy and Programs Coordinator in drafting policy papers and other technical writing and submissions for the Secretariat.

### **Main Duties/Responsibilities:**

The Technical Officer will support the Director for Policy & Programs in undertaking the following duties:

- Provide technical support to the Director on matters relating to EITI implementation, governance issues pertaining to the extractive sector;
- Work with the Policy and Programs Coordinator and ensure that progresses are made in implementing the EITI validation reports recommendations, EITI annual report recommendations, recommendations from MSG sanctioned scoping studies, implementation of requirements in the EITI Standard, the MSG MoU and such other activities as directed by the Director or the Executive Director;
- Work in collaboration with the Policy and Programs Coordinator in preparing ministerial briefs, statements, speeches, press releases, talking points, presentations and updates on EITI implementation activities for the Executive Director and Chairman of PNGEITI MSG;
- Work in collaboration with the Policy and Programs Coordinator in drafting NEC policy submissions and NEC Information papers for legislative and policy changes arising from the recommendations made from the; PNGEITI annual reports; the validation reports, the scoping studies reports and similar work undertaken by external consultants and the Technical Working Groups (TWGs), Committees and sub-committees on specific areas;
- Work in collaboration with the Policy and Programs Coordinator in drafting relevant sections of the PNGEITI annual country reports including Minister's foreword, MSG Statements and undertake quality checks and editorial work on the contextual parts of the annual reports as well as drafting the EITI section in the Volume 1 Policy document of the annual National Budget, contributions to the ministerial briefs relating to the IMF and the World Bank annual meetings and other such events;
- Liaise closely with mining, petroleum, oil and gas industries and peak bodies and relevant government agencies on issues relating to revenue and benefits streams and other technical issues that may affect the extractive industries; and
- Perform such other duties as instructed by the Director of the Branch or the Executive Director.

### **Experience, Skills & Qualifications:**

Bachelor's Degree in Economics, Law, Social Sciences, Public Administration, Public Policy or related fields;

- At least 3-5 years of relevant work experience in the public sector, particularly in policy formulation, public sector reforms and an understanding on the operation of the public service machinery;
- Must have computer skills (able to troubleshoot) and knowledgeable in programs such as excel, power point, MS word and other MS applications; and

Good command of both oral and written communication skills in English.

## **6. RESEARCH OFFICER**

Reporting to the Director for Policy & Programs, the Research Officer will be responsible for initiating research programs, plan and undertake research in various areas of interest to the Secretariat and its MSG including resource benefits distribution, disaggregating different revenue streams paid to the government, employment and salary surveys in the extractive

sector and develop historical trends on data contained in the EITI reports and disseminate these for public information.

**Main Duties/Responsibilities:**

- Undertake research on specific topics of interest in the extractive sector, collect, collate and analyze data and information for the Secretariat, the MSG and the public;
- Liaise with Media and Communications Officer in keeping, maintaining and updating the PNGEITI data base and other electronic files;
- Undertake research into resources benefits distribution (State equity and benefits to landowners, provincial and local level governments) and provide comparative analysis to the Secretariat, the MSG and the Executive Director;
- Analyze published reports such as the PNGEITI Annual Reports, the Annual Activity Reports, the MSG commissioned reports and such other publications and compile statistics and develop historical trends on tax revenues and other benefit flows;
- Plan, coordinate and facilitate TWG's work with the IRC, the Department of; Treasury, National Planning and Monitoring, Petroleum and Energy, Finance, the PNG Customs, CEPA, Bank of PNG and other relevant departments and State entities to disaggregate different revenue streams that are paid to the government which are currently being presented in an aggregated form in the national budget books;
- Contribute to the PNGEITI quarterly newsletters production, the Annual Activity Reports, the employment, salaries and wages surveys in the extractive sector and other reports and publications as required;
- Assist in drafting the PNGEITI Annual and Multi-Year Work Plans as required; and
- Perform other tasks as instructed by the Director or the Executive Director.

**Experience, Skills & Qualifications:**

- Bachelor's Degree in Economics, Business Studies, Statistics, or related fields;
- At least 3-5 years of relevant work experience in research, surveying and data collection and analysis;
- Good skills in research methods, analysis and technical report writing; and
- Demonstrated experience in conducting research, presenting research reports in different forms such as, tables, pie charts, graphs and bar charts for illustrative purposes.

**7. STAKEHOLDER ENGAGEMENT & EVENTS COORDINATOR**

Reporting to the Director Stakeholder Engagement, the Coordinator will be responsible for planning, developing, coordinating and implementing outreach and engagement programs or events. The Coordinator will be responsible for planning and coordinating logistics and organise events and ensure smooth implementation of these activities as per the Secretariat's work plans.

**Main Duties/Responsibilities:**

- Execute regular bilateral consultations, liaisons and meetings with MSG members and execute these plans;
- Plan, develop, coordinate, execute implementation of effective stakeholder outreach and engagement programs and related activities;



- Work closely with staff from EITI International Secretariat office, the EITI Asia Pacific regional office, other EITI partner organizations, development partners, foreign missions and other EITI implementing countries on a regular basis;
- Build and maintain a working relationship with relevant stakeholders including government entities, civil society organisations, industry companies, development partners and other interested bodies or individuals on a regular basis;
- Develop and implement annual PNGEITI outreach and roadshow programs in close consultation with industry companies, provincial authorities and civil society organisations in resources impact/host provinces;
- Report on the discussions, issues and recommendations made from stakeholder consultations during meetings, outreaches, conferences, forums, roadshows and other engagement activities for the MSG's information and for Secretariat's references and records;
- Work with Stakeholder Engagement Officer to coordinate logistics and organise events/activities relevant to a project/programme; including programme materials, slides, briefings, templates and information packs, data management and references;
- Develop networks with different stakeholders such as provincial governments, local level governments, national government, civil societies and industry companies towards building a strong support network for the projects where required;
- Work with the Director for Policy & Programs to conduct regular visits to State entities responsible for implementing NEC Directives arising from EITI reports and valuation recommendations and prepare progress updates to the MSG;
- Ensure effective management of information flows between the Secretariat, development partners, project consultants and other external stakeholders;
- Implement regular outreach and roadshow programs including press releases, interviews and other external engagements in liaison with development partners and civil society organisations and industry companies, and ensure reports are produced from these events;
- Record and report on the outcome of discussions made from stakeholder consultations during meetings, roadshows, outreaches and other engagement activities and provide recommendations for the Secretariat and MSG's attention and action; and
- Attend to such other duties as instructed by the Director or the Executive Director.

**Experience, Skills & Qualifications:**

- Bachelor's Degree in Marketing, Business Studies, Public Relations, Social Science or related fields;
- At least 3-5 years of work experience in public relations, marketing or related fields;
- Practical experience in liaising, working and managing stakeholders with different interests;
- Mature and possess the charisma to present well to different levels of clients including senior company officials, government authorities and heads of corporations, and development partners;
- Strong communication and problem-solving skills; and
- Fluency in English and Tok Pisin would be necessary.

**8. PROJECT COORDINATOR**

Reporting to the Director for Projects & Procurement, the Coordinator will be responsible for working closely with development partners on various projects implemented by the

Secretariat. The Coordinator will work with the Procurement and Finance Officers in planning, budgeting, implementing, monitoring, reporting on the projects undertaken by the Secretariat.

### **Main Duties/Responsibilities:**

- Work with donors and development partners to coordinate, oversee and facilitate various projects undertaken by the Secretariat and the MSG;
- Work with the Procurement Officer to plan, establish and maintain project management processes for MSG sanctioned work. This includes development of high-quality procurement and tendering process and assessment of submissions from vendors through this process and drafting/preparing service contracts for successful clients;
- Work with the Finance and Administration Officer to prepare high quality funding proposals to seek external funding from donors and development partners and corporate entities;
- Create and monitor programme budgets, ensure any finance related to the roles follows the EITI Standard and the public procurement procedures and development partners' procurement guidelines and report to the Director on a regular basis;
- Analyse risks and opportunities associated with the projects and ensure project milestone dates are met as per the agreed project plan and delivery timelines or schedules and provide regular evaluation reports;
- Participate in project planning, budgeting, implementation, monitoring, reporting and programme development;
- Coordinate logistics and organisation of events/activities relevant to a project/programme; including programme materials, slides, briefings, templates and information packs, data management and references;
- Provide technical support and inputs in the implementation of EITI projects, coordinate and engage in regular consultations with development partners, MSG members and provide inputs during planning, implementation, and completion stages of the projects;
- Work in collaboration with the Stakeholder Engagement and Events Coordinator to develop networks with different stakeholders such as provincial governments, local level governments, national government, civil societies and industry companies towards building a strong support network for the projects where required; and
- Such other project related activities as instructed by the Director or the Executive Director.

### **Experience, Skills & Qualifications:**

- Bachelor's Degree in Economics, Finance, Accounting, Business Studies, Social Sciences or related fields;
- At least 3-5 years of relevant work experience in projects and programs implementation; and
- Project design and implementation skills would be highly desirable.

### **Consultant's Key Task**

The above vacant positions have been advertised in the social media as of 4<sup>th</sup> of January, 2024 and the closing date for all applications to be received is 29<sup>th</sup> January, 2024. All the duty statements and job specifications are available from the PNGEITI National Secretariat. The short-term HR and Recruitment Consultant to be engaged will be mainly involved in collation, compilation, screening, shortlisting, planning, organising and undertaking interviews of the short-listed applicants for the above positions. The PNGEITI National Secretariat requires

professional advice and recommendations on the recruitment of suitably qualified and experienced candidates for the above vacant positions.

### **Our Requirement (Qualifications & Experience of the Consultant)**

- The Consultant (individual or a HR & Recruitment firm) must be highly qualified in the field of Selection and Recruitment, Human Resources Management, Psychology or related fields with a minimum of a Master's Degree qualification.
- The Consultant must be a certified member of a recognised country or a regional Human Resources & Recruitment body and must have been practicing/operating consistently for over five (5) years to present.
- The Consultant must be well vested with the policy, legal and the taxation and fiscal regime of the PNG Mining and Petroleum sector.
- The Consultant must be willing to work on a very strict deadline to deliver on this short-term recruitment and selection exercise.
- The Consultant must be honest and willing to disclose conflict of interest situations during the entire screening of applications and recruitment process.
- The Consultant must compile a justification or a completion report professionally to the satisfaction of the Executive Director of the PNGEITI National Secretariat at the completion of the recruitment exercise.
- The Consultant must be a highly motivated expert or professional with an in-depth and deep analytical and psychological skills and techniques in drawing technically qualified and experienced professionals with the right mindset and interest to join the PNGEITI National Secretariat to deliver its core functions.
- The Consultant must have prior experience undertaking similar recruitment related assignments with multi sectoral organisations or a similar establishment like the PNGEITI National Secretariat.

If you meet the above requirements then respond to us with a cover letter attaching a deliverable work plan & methodologies (screening, shortlisting and interviewing and recommendation of successful applicants) including the cost associated via the PNGEITI online application platform or by email to Francis\_Diakon@treasury.gov.pg

Only short-listed candidates will be invited for a quick interview.

### **Consultancy Fee**

The Consultancy Fee is open to the bidder to indicate for the 4 weeks assignment.

### **Consultancy Period**

1 Full month commencing 15<sup>th</sup> February to 15<sup>th</sup> March, 2024.