

REQUEST FOR TENDER

HR CONSULTANT

PNGEITI National Secretariat is an affiliation of the Extractive Industries Transparency Initiative (EITI), a global initiative that promotes transparency of revenue flows between companies and governments in the oil, gas and mineral sectors. PNGEITI ensures that the Government enhances transparency and accountability in the extractive industries to the benefit of its citizens leading to good governance and stability, reduction in corruption and promote good investment climate and sound economic growth.

The Secretariat is now seeking to engage the services of a suitably qualified and highly experienced individual/firm specialised in HR functions and process to be engaged on a three (3) months contract period. The Terms of Reference includes:

1. Review existing HR structures and practices within the PNGEITI National Secretariat and benchmark with comparable statutory bodies;
2. Develop an integrated People and Culture Operational Manual aligned with statutory bodies, PNG labour laws, Public Service General Order and other Public Sector best practices;
3. Develop supporting HR policies, frameworks, and process guidelines that promote effective workforce management, organizational culture, and performance accountability.

All applications will be go through the standard procurement process.

The Secretariat now invites sealed Expressions of Interests.

For more information please email Kelly I. U'uro, Manager Finance, Admin & HR:
Kelly_Imane@treasury.gov.pg or on our LinkedIn page.

All applications must be addressed to the following address below hand delivered to the Treasury House, ground floor front desk before close of business 4.06pm or emailed to the email address above by **16th January 2026**.

Executive Director

PNGEITI National Secretariat
Level 8, Treasury Building, Waigani Drive
PO Box 1907
Port Moresby, NCD, PNG

Attention: Manager Finance, Administration & Human Resources

Authorised by

George Kauli
Executive Director