

**Country:** Independent State of Papua New Guinea (PNG)

**Name of Project:** Enhancing Labor Mobility from Papua New Guinea (PNG) (ELMPNG - 174594)

**Credit No:** 7317 - PG

**Contract Title:** Hiring of Administrative Support Officer

**Reference No.:** PG-DOT-430464-CS-INDV

1. The Government of Papua New Guinea has received financing from The World Bank towards implementation of a Labour Mobility Project. The Project objective is to strengthen government systems in Papua New Guinea that support workers and their households to benefit from overseas employment opportunities, with a focus on women and disadvantaged groups. The total funding envelope is US\$32 million.
2. The implementing agency for this project is the Department of Treasury (DoT), whilst the Labour Mobility Unit (LMU) within the DoT is set to undertake day-to-day implementation of the project. The LMU is the national unit tasked with administering labour mobility from PNG.
3. The objective of the assignment for the Administrative Support Officer is to ensure successful day to day operations of the Project Management Unit.
4. This position is located in Port Moresby and is open to PNG Nationals and permanent residents. Successful applicants will be offered a 3 – year contract. The Project closing date currently is June 30, 2027.
5. The detailed Terms of Reference (TOR) for the assignment can be found at the following website: <https://treasury.gov.pg/html/lmu/LMU.html>
6. Department of Treasury (DoT), PNG now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.). Firms’ staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process. The criteria for selecting the Consultant are:

Mandatory Education and Experience Requirements:

- Minimum of a Diploma in a relevant discipline (e.g. Business Administration or Accounting) from a recognized education institution.
- Minimum of 5 years work experience in related field (office administration)

Desired Skills and Competencies:

- Possess clerical background / experience in a project related environment.
- Strong communication skills with the ability to prepare and present in written and oral form.
- Capable of multi-tasking
- Possess knowledge in office administration and clerical duties.
- Knowledge and/or experience working in a multi-cultural environment.
- Knowledge and/or experience working with donor projects would be an advantage.
- Demonstrated skill in computer application and use of software programs is an essential requirement.
- Demonstrated ability to work collaboratively with colleagues in a complex and rapidly changing environment, excellent interpersonal skills.

7. The attention of interested Consultants (including firms) is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank's *Procurement Regulations for IPF Borrowers* July 2016, revised November 2020 ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

8. Further information can be obtained at the address below during office hours.

9. Expressions of Interest must be submitted through <https://treasury.gov.pg/html/lmu/LMU.html> on or before **Friday 12th July 2024, before 1700 Hrs.** Local Time.

10. For further information the following contact details are provided:

Andrew Oaeke,  
Secretary,  
Office of the Secretary, Department of Treasury,  
PO Box 542, Waigani,  
City: Port Moresby, National Capital District Country:  
Papua New Guinea

Attention: Project Manager, ELMPNG

E-mail: [Jacob\\_Gop@treasury.gov.pg](mailto:Jacob_Gop@treasury.gov.pg) / [jacobgop@gmail.com](mailto:jacobgop@gmail.com)

Copy email: [Brenda\\_Urambari@treasury.gov.pg](mailto:Brenda_Urambari@treasury.gov.pg) / [urambaribrenda@yahoo.com](mailto:urambaribrenda@yahoo.com)

## TEMPLATE FOR CURRICULUM VITAE (CV)

**Name of Expert:** {Insert full name}  
**Date of Birth:** {day/month/year}  
**Country of Citizenship/Residence**

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

---

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

<b>Period</b>	<b>Employing organization and your title/position. Contact information for references</b>	<b>Summary of activities Country performed relevant to the Assignment</b>
[e.g., May 2005-present]	[e.g., Ministry of ....., advisor/consultant to...  For references: Tel...../e-mail.....; Mr. Hbbbb, deputy minister]	

**Membership in Professional Associations and Publications:**

---

**Language Skills (indicate only languages in which you can work):** \_\_\_\_\_

---

**Adequacy for the Assignment:**

**Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks**

**Expert's contact information:** (e-mail ....., phone.....)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert

Signature

Date