



INFORM, COMMUNICATE, & TRANSFORM

The National Information & Communications Technology Authority (NICTA) is the independent regulatory authority established under the NICTA Act 2009. NICTA is the primary regulator of the Information and Communications Technology (ICT) sector in Papua New Guinea, with a mandate covering telecommunications, radiocommunications, broadcasting, and related services.

As outlined in its Corporate Plan 2021–2025, NICTA is committed to fostering a connected, informed, and empowered society through accessible, innovative, and reliable ICT services. Guided by its Vision to be a world-class ICT regulator and its Mission to promote ICT development through effective regulation, consumer protection, and stakeholder engagement, NICTA continues to drive the digital transformation of Papua New Guinea.

In pursuit of this vision, NICTA now invites suitably qualified, experienced, and motivated candidates to apply for the following roles:

Office of CEO

Governance Officer

Key Responsibilities:

- Assist the Corporate Secretary with all Board-related governance matters.
- Provide governance and risk management support for NICTA's Board Secretariat.
- Develop, implement, and maintain governance frameworks, policies, and processes.
- Support the CEO and Corporate Secretary in governance functions.
- Ensure compliance with legislation, internal policies, and governance best practices.
- Contribute to the development of Board Manuals, Charters, and establishment of Board Committees.
- Review and improve internal governance processes.
- Liaise with Legal, Finance, and UAS Board for governance-related matters.

Required Qualifications & Experience:

- Bachelor's degree in Law, Business, accounting, Finance, governance or a related field.
- Minimum 2–3 years of work experience in governance, risk management, or compliance-related roles.
- Preferred: Experience in regulatory work and Board-level policies/reporting.
- Strong understanding of corporate governance principles and risk management frameworks.
- Ability to analyze financial reports and provide governance oversight.
- Strong communication skills (written and oral) in English and Pidgin.

Legal Officer

Key Responsibilities:

- Assist the Senior Legal Officer and Chief Legal Officer with all legal matters.
- Provide legal advice and court representation for NICTA.
- Ensure compliance with the NICTA Act and all relevant laws.
- Draft and review legal documents, contracts, and industry determinations.
- Represent NICTA in court cases under the supervision of the Corporate Secretary.
- Liaise with external counsel and provide updates on legal cases.
- Develop legal systems and processes for governance and compliance.
- Provide legal advice on complaints and industry regulations.
- Participate in regional and global ICT law forums.

Required Qualifications & Experience:

- Bachelor's degree in law from UPNG or a recognized institution.
- Postgraduate Diploma in Legal Training Institute (LTI).
- Minimum 3 years of courtroom experience (District and National Court; Supreme Court experience is a bonus).
- Minimum 3 years as a solicitor in a regulatory or corporate environment.
- Strong understanding of telecommunications laws and regulatory frameworks.
- Excellent negotiation and dispute resolution skills.
- Strong written and verbal communication skills.

Social Media Officer

Key Responsibilities:

- Manage NICTA's official social media platforms (Facebook, Twitter, LinkedIn, Website).
- Create and implement a content strategy to maintain an active online presence.
- Develop, design, and publish digital content (text, images, audio, video).
- Monitor NICTA's online presence and ensure accuracy and consistency in messaging.
- Provide advice on best practices to enhance NICTA's corporate image online.
- Oversee daily engagement, responses, and social media interactions.
- Collaborate with the Public Relations Officer (PRO) and other departments to align content strategies.
- Prepare social media analytics reports and online campaign performance evaluations.

Required Qualifications & Experience:

- Bachelor's degree in Journalism, Communications, Digital Media, or related field.
- Minimum 8 years of experience in social media management and corporate communications.
- Expertise in content creation for digital platforms and social media analytics.
- Basic design and publication software experience for digital content creation.
- Strong written and spoken communication skills.
- Ability to work independently and lead online engagement strategies.

Senior Internal Auditor

Key Responsibilities:

- Conduct internal financial and compliance audits to ensure regulatory adherence.
- Evaluate and develop internal control systems, risk assessments, and fraud detection measures.
- Assess reliability of financial and operational information.
- Provide recommendations for policy improvements to the Board and Management.
- Ensure compliance with accounting standards and audit principles.
- Liaise with external auditors and regulatory bodies.
- Prepare and present audit reports and risk assessment findings.
- Assist in identifying potential strategic risks affecting the organization.

Required Qualifications & Experience:

- Bachelor's degree in accounting, Finance, or Commerce.
- Certified Accountant (CPA PNG) preferred.
- Minimum 5 years of experience in internal auditing or financial compliance.
- Experience in external audits, risk management, and regulatory compliance.
- Strong knowledge of corporate governance, business operations, and risk control.
- Proficiency in financial software and Microsoft Office applications.
- Ability to analyze complex financial data and prepare detailed reports.

Executive Officer to CEO

Key Responsibilities:

- Provide executive-level administrative, clerical, and secretarial support to the CEO.
- Manage the CEO's calendar, schedule meetings, and coordinate official engagements.
- Handle correspondence, document preparation, and filing systems.
- Arrange travel logistics, accommodations, and event coordination.
- Prepare meeting minutes, executive reports, and official presentations.
- Maintain a register of incoming and outgoing correspondences.
- Act as the first point of contact for internal and external communications.

- Maintain petty cash records and CEO's office expenses.

Required Qualifications & Experience:

- Minimum Diploma in Secretarial Studies or equivalent.
- Minimum 5 years of experience supporting executives or senior management.
- Experience in office administration, event coordination, and executive support.
- Strong calendar management skills for complex executive meetings.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion.

Corporate Service Department

Payroll Officer

Key Responsibilities:

- Manage and oversee NICTA's payroll processing to ensure timely and accurate payment of salaries.
- Administer and maintain the CHRIS Payroll System, ensuring accurate employee records.
- Ensure all salary approvals, deductions, and entitlements comply with NICTA policies and regulatory requirements.
- Process fortnightly pay runs, ensuring no overpayments or underpayments occur.
- Prepare and lodge tax returns and employee earnings statements with the Internal Revenue Commission (IRC).
- Conduct calculations for staff retrenchments, terminations, and retirements.
- Handle payroll-related inquiries and provide guidance to staff on payroll matters.
- Maintain confidential payroll records and reports for auditing and compliance purposes.
- Liaise with banks, loan agencies, tax authorities, and law agencies on payroll-related matters.

Required Qualifications & Experience:

- Bachelor's degree in human resource management (HRM), or a related field.
- Minimum 5 years of experience in payroll administration in the public or private sector.
- Experience in HR practices, computerized payroll systems, and payroll report writing.
- Strong analytical, problem-solving, and financial management skills.
- Proficiency in Microsoft Word, Excel, and payroll software (e.g., CHRIS21).
- Excellent written and verbal communication skills.
- Ability to work under pressure and meet strict deadlines.

Training & Admin Officer

Key Responsibilities:

- Assist in conducting Training Needs Analysis (TNA) to assess staff development requirements.
- Support the planning, coordination, and execution of internal and external training programs.
- Manage training logistics, including venue booking, travel arrangements, and scheduling.
- Provide administrative support to the Team Leader Learning & Development (TL L&D) and Career Development Officer.
- Oversee documentation and reporting for training sessions, staff participation, and evaluations.
- Assist in managing the Graduate Development Program (GDP) and Girls in ICT (GICIT) Scholarship Program.
- Liaise with external training providers, institutions, and facilitators to organize training.
- Maintain records of training sessions, attendance, and evaluations.
- Assist in budget tracking for learning and development (L&D) activities.
- Support career development initiatives by assisting employees with training opportunities.

Required Qualifications & Experience:

- Bachelor's degree in human resources, Education, Business, or a related field.
- Minimum 5 years of experience in Training, HR, or Learning & Development roles.
- Experience in conducting TNA, organizing training programs, and managing graduate development initiatives.
- Strong knowledge of HR policies, career development planning, and training coordination.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint), Learning Management Systems.
- Excellent written and verbal communication skills.
- Ability to work independently, manage multiple tasks, and coordinate across departments.

Licensing & Enforcement Department

Principle Regional Inspector - Kokopo

Key Responsibilities:

- Lead and manage spectrum monitoring, interference investigations, and type approval inspections in accordance with NICTA and ITU standards.
- Ensure proper enforcement of NICTA regulations in the New Guinea Islands region.
- Supervise and coordinate staff under the NGI regional enforcement office.
- Liaise with internal departments and provide technical inspection reports and policy recommendations.
- Collaborate with regional offices to support nationwide regulatory enforcement.
- Provide guidance on technical standards, licensing requirements, and equipment testing.
- Maintain inspection records, prepare management reports, and ensure proper database management.
- Assist the Manager in administrative duties, budget planning, and board submissions.

Required Qualifications & Experience:

- Bachelor's Degree in Electronics or Electrical Engineering (Communication).
- Minimum 10 years of experience in radio communications systems, including marine, fixed, VSAT, and mobile networks.
- Strong background in telecom systems, cabling, and use of test and measurement equipment.
- Knowledge of regulatory and enforcement frameworks within the ICT sector.
- Ability to interpret and apply technical standards, ITU guidelines, and NICTA legislation.
- Proficient in technical report writing and Microsoft Office applications.
- Strong leadership, interpersonal, and negotiation skills.
- Must be medically fit, aged 25 years and above, and able to work effectively in a field-based regulatory environment.

Digital Transformation, Media & Research Department

Manager Research & Emerging Technologies

Key Responsibilities:

- Lead strategic research into emerging ICT technologies, including AI, blockchain, quantum computing, IoT, and AR/VR.
- Advise executive leadership and regulatory divisions on the impact, opportunities, and risks of emerging technologies.
- Align research with NICTA's strategic goals and corporate plan, including innovation, digital inclusion, and regulatory adaptation.
- Supervise technical research staff and manage the national research portfolio.
- Develop partnerships with universities, industry stakeholders, and international agencies to drive innovation.
- Evaluate potential policy reforms, licensing models, and regulatory adjustments triggered by disruptive technologies.
- Represent NICTA in international forums and lead proof-of-concept projects in PNG.

Required Qualifications & Experience:

- Master's degree (or postgraduate qualifications with 15+ years experience) in Electrical Engineering (Communication), Computer Science or related field.
- 10+ years of research and leadership experience in ICT, digital innovation, or telecommunications, with knowledge of global technology trends.
- Experience managing technical teams, research projects, and national/international collaborations.
- Demonstrated ability to assess technological impact, risks, and strategic fit for regulatory environments.
- In-depth understanding of the ITU framework, digital innovation ecosystems, and research translation.

Manager Digital Services & Security

Key Responsibilities:

- Develop and execute digital services strategies aligned to NICTA's regulatory mandate and ICT sector growth priorities.
- Oversee NICTA's digital platforms, applications, and infrastructure, ensuring compliance, innovation, and service continuity.
- Implement a comprehensive cybersecurity framework, conduct regular risk assessments, and ensure incident response preparedness.
- Ensure compliance with international standards and national cybersecurity regulations (e.g., ISO 27001, NIST).
- Lead and enforce data governance and data protection frameworks, aligned with emerging national and global data privacy laws.
- Promote data literacy, integrity, and responsible data use across the organization and ICT sector.
- Lead a multidisciplinary team, manage budgets, and ensure collaboration with stakeholders, vendors, and industry regulators.

Required Qualifications & Experience:

- Bachelor's degree in electrical engineering (Communication), Computer Science, or a related field (Master's degree preferred).
- Minimum 10 years of experience managing digital services, cybersecurity, and data governance, preferably in a regulatory or public sector environment.
- Proven knowledge in cybersecurity frameworks, digital policy compliance, and data protection standards (e.g., GDPR, CCPA).
- Excellent leadership, communication, and stakeholder engagement skills.
- Certifications such as CISSP, CISM, CDMP, or ITIL are highly desirable.

Principal Content & Media Regulation Officer

Key Responsibilities:

- Develop, implement, and monitor regulatory frameworks for content and media platforms.
- Interpret and apply media regulations, laws, and standards across various platforms (broadcast, print, online).
- Monitor content to ensure compliance and conduct investigations into potential violations.
- Issue compliance notices and provide regulatory advice to media organizations and content creators.
- Lead public awareness initiatives and stakeholder engagement programs.
- Provide expert guidance and training on regulatory practices.
- Analyze emerging media trends and advise on policy reforms to improve compliance.
- Represent NICTA in industry forums and international collaborations.

Required Qualifications & Experience:

- Bachelor's degree in media studies, Communications, or a related field (Master's degree preferred).
- Minimum 5 years of experience in media or content regulation, preferably within a legal or regulatory setting.
- Strong knowledge of media laws, standards, regulatory processes, and digital content monitoring.
- Excellent investigative, analytical, and problem-solving skills.
- Proficiency in using regulatory tools, reporting systems, and media monitoring software.
- Strong communication, presentation, and stakeholder engagement skills.
- Ability to work independently and manage complex regulatory cases.
- Must be medically fit and able to handle time-sensitive compliance matters under public scrutiny.

If you believe you meet the above requirements and are ready to contribute to NICTA's mission of driving ICT development and regulatory excellence, please submit the following:

- ✓ A cover letter (expression of interest) clearly stating the position you are applying for
- ✓ An updated CV/resume
- ✓ Names and contact details of three (3) current referees
- ✓ Copies of academic qualifications and relevant supporting documents
- ✓ Email your complete application to: recruitment@nicta.gov.pg

Application close on Wednesday 30th April 2025 at 4pm

Authorised by Kila Gulo - Vui
Chief Executive Officer