EXTERNAL ADVERTISEMENT NO.01/2026

VACANT POSITIONS

The Department of Higher Education, Research, Science and Technology (DHERST) is the central regulatory body providing strategic direction and leadership in the higher and technical education sector, ensuring institutional and academic program standards are quality assured and benchmarked against regional and global standards.

In implementing national policy directives, DHERST invites suitably qualified and experienced personnel to apply for vacant positions existing in various operational systems within the DHERST. Recent graduates specializing in ICT and accounting are specifically encouraged to apply.

No:	Approved Reference No:	Designation	PS Level	Salary Grade - (Base)
OFFICE OF THE SECRETARY				
1	DHEEX002	Senior Executive Assistant	Gr.14	47,922.00
2	DHEEX004	Executive Officer – NHTEB & HEAT	Gr.14	47,922.00
3	DHEEX006	Senior Media & Public Relations	Gr.15	52,342.00
4	DHEEX008	Principal Legal Officer	Gr.18	74,761.00
INNOVATION AND DIGITAL EDUCATION DIVISION				
5	DHERID005	Senior Electromechanical Engineer	Gr.13	44,466.00
6	DHERID006	Senior Electromechanical Engineer	Gr.13	44,466.00
7	DHERID007	Media and E-Learning Analyst	Gr.13	44,466.00
8	DHERID008	Graphics Design	Gr.13	44,466.00
9	DHERID012	Research & Liaison officer – CoE Teacher & Health Education	Gr.13	44,466.00
10	DHERID013	Research & Liaison officer – CoE Research Institutions	Gr.13	44,466.00
GRANTS & SCHOLARSHIPS DIVISION				
11	DHERGS004	Coordinator – National Scholarships (TESAS)	Gr.14	47,922.00
12	DHERGS010	Liaison Officer – PSSP and Oversees HELP	Gr.13	44,466.00
HIGHER EDUCATION LOAN PROGRAM (HELP)				
13	DHEHLP009	Credit Officer – TVET & Miscellaneous	Gr.13	44,466.00
14	DHEHLP028	Investment Endowment Fund Officer	Gr.13	44,466.00
MONITORING AND EVALUATION DIVISION				
15	DHEIME005	M&E Coordinator – Learning & Teaching Infrastructure	Gr.14	47,922.00
16	DHEIME006	Monitoring and Evaluation Officer	Gr.12	41,455.00
PROJECT IMPLEMENTATION DIVISION				
17	DHEIPI005	Project Officer	Gr.12	41,455.00
18	DHEIPI006	Coordinator – Learning & Teaching Infrastructure	Gr.14	47,922.00
PARTNERSHIP & PLANNING DIVISION				
19	DHEIPP007	Planning Officer	Gr.12	41,455.00
SECTOR FUNDING DIVISION				
20	DHEISF009	Grants Officer	Gr.12	41,455.00
21	DHEISF010	Coordinator – Partnership Funding	Gr.14	47,922.00
QUALITY ASSURANCE DIVISION				
22	DHEPQA006	Manager – Teacher and Health Education	Gr.15	52,342.00
23	DHEPQA008	Monitoring Officer	Gr.12	41,455.00
STRATEGIC POLICY AND SKILLS DEVELOPMENT DIVISION				
24	DHEPSP006	TVET Officer – Standards & Registration	Gr.13	41,455.00
25	DHEPSP009	Manager – Policy and Planning	Gr.15	52,342.00
HUMAN RESOURCES MANAGEMENT DIVISION				
26	DHEOHR002	Executive Assistant	Gr.11	37,459.00
27	DHEOHR006	Recruitment Officer	Gr.12	41,455.00
28	DHEOHR008	Salary/Payroll Officer	Gr.12	41,455.00
FINANCE AND ADMINISTRATION DIVISION				
29	DHEOFA009	Accounts Officer – Trusts/Projects	Gr.13	41,455.00
30	DHEOFA011	Finance Officer - Examination	Gr.13	41,455.00
31	DHEOFA014	Advance Officer	Gr.13	41,455.00
32	DHEOFA021	Driver	Gr.10	33,416.00
INFORMATION AND COMMUNICATION TECHNOLOGY DIVISION				
33	DHEOICT004	Senior ICT Support Analyst	Gr.14	47,922.00
34	DHEOICT006	Senior ICT Training Officer	Gr.14	47,922.00

All applicants must submit the following documents;

1. Form RS 3.2 Application Form
2. Expression of Interest Letter
3. Curriculum Vitae
4. Police clearance
5. NID or birth certificate
6. Certified copies of relevant qualifications and transcripts
   Applicants must provide certified copies of all relevant academic and professional qualifications, transcripts, certificates, licenses and other credentials applicable to the advertised position.
7. Other supporting documents
   Applicants may include any other relevant documentation that demonstrates their suitability for the position, including evidence of relevant work experience, professional memberships or other applicable credentials.
8. Applicants are requested to clearly state the position title being applied for in the subject line of the email. All documents should be submitted as clear and readable electronic attachments, preferably in PDF format.
9. All applications to be submitted in triplicate (x3) together with their academic qualifications/ transcripts and updated curriculum vitae.

SUBMISSION OF APPLICATIONS
All applications are to be submitted to:

The Secretary
Department of Higher Education, Research, Science and Technology
P O Box 5117
BOROKO, NCD

Attention: Executive Manager – Human Resource Management

Or applications to be submitted electronically to Human Resources Division via Email: **jobs@dherst.gov.pg**.

APLICATION CLOSING DATE
Applications close at **4:06pm, on the 16th of October, 2026**. Applications without relevant documentations will be eliminated. Only short-listed applicants will be notified.

Authorized by:

Mr. Lonnie Baki, BA, GCQA, MGPP
Secretary