



## IMMIGRATION & CITIZENSHIP AUTHORITY

### CALL FOR EXPRESSION OF INTEREST FOR HR CONSULTING FIRM TO BE ENGAGED FOR CONDUCTING RECRUITMENT EXERCISE FOR THE AUTHORITY

#### **Background**

The PNG Immigration & Citizenship Authority (PNG ICA) is responsible for managing Papua New Guinea's borders in relation to the movement of persons into and out of the country. This work includes visa processing, integrity checking and compliance and enforcement activities. In addition, the PNG ICA is responsible for assessing and issuing applications for PNG Passports and supporting the Citizenship Advisory Committee in relation to application for PNG Citizenship.

The PNG ICA is currently implementing its recent organizational structure as one of its Key Priority Areas this year of Organization Reform and Service Delivery Improvements. PNG ICA therefore invites expression of interest from reputable and qualified HR Consulting Firms dedicated to conduct the recruitment exercises for the Authority.

#### **Objective**

The general objective of this recruitment drive is to ensure recruitment is conducted based on merits through a merit-based process of recruitment, selection and appointment consistent with the National Public Service General Orders, Public Service Management Act and their associated regulations. The three objectives of this recruitment drive are:

1. Engaging a qualified, healthy, disciplined, committed and an experienced workforce
2. Engaging a diversified and inclusive workforce
3. Building a working environment that promotes ethical values and moral principles

#### **Scope**

The successful bidder will be required to conduct internal and external recruitment exercise in consultation with the PNG ICA Human Resource Branch.

#### **Timeframe**

The actual recruitment drive will take 2 months.

### **Qualifications and Experience in the Human Resource Space**

The successful bidder should have at least 5 years of proven experience in conducting outstanding recruitment drive in the National Public Service in Papua New Guinea and has records of successful completion of such project.

All prospective bidders are required to submit the following:

- A support letter expressing an interest as a bidder
- An updated company profile
- Provide credible written reference and evidence of similar works previously undertaken in the National Public Service or other organizations
- Provide costs for similar recruitment drive conducted previously
- Provide a list of key personnel to be involved in the project
- Reliable contact details

All bids are to be submitted via email: [hrteam@immigration.gov.pg](mailto:hrteam@immigration.gov.pg) and/or hand deliver in a sealed envelope and address to:

**The Chief Migration Officer  
PNG Immigration and Citizenship Authority  
P.O Box 1790  
BOROKO  
NCD**

**Location:** Central Government Office, Ground Floor (Tower A) Melanesian Way, Waigani

**All bids should be submitted before 15 March 2021 before 4:06pm. Only successful bidders will be contacted.**

For more information, please contact the following

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General Manager Human Resources  
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Manager Workforce Management  
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Authorized by:

**Mr. Stanis Hulahau  
Chief Migration Officer**