



SOUTHERN HIGHLANDS PROVINCIAL ADMINISTRATION

PRE-SELECTION AND SHORT-LISTING REPORT

FORM RS 3.7(A)

1. Introduction

Date: 12 February 2025

Time: 10:00am - 4:00pm

Venue: Savannah Heights Restaurant

2. Composition of Pre-Selection Committee

Chairperson: Christine Rupen - DPM Highlands Directorate

Member: David Kelma - Acting Provincial Administrator

Member: Echad Consultancy Services & Dakoii Micro Systems

Member:

Technical Adviser: Maria Poli

3. Selection Criteria

1. Educational Qualification
2. Relevant/Direct Work experience
3. Relevant/Direct Training
4. Relevant skills and knowledge
5. Performance level (Based on SPA) HRM to provide SPA for internal applicants.

4. Culling and Pre-Selection Shortlisting

4.1 Deliberation

The Acting Provincial Administrator exercised his discretion to outsource the administrations' structure implementation for its Phase 1 comprising of 123 positions.

In August 2023, the Department of Personnel Management facilitated the Advertisement, receiving and registration of 937 applicants. The 1st elimination based on the Advertisement criteria was carried out, in which 28 applicants were culled, and pending shortlisting.

Due to competing priorities and internal challenges faced by the Department of Personnel Management, the agency then decided to outsource the next stages of profiling and shortlisting of applicants, as it had been prolonged since 2023.

The HR Consultancy Services (Dakoii microsystems in collaboration with Echad Consultancy Services) were engaged to use online recruitment and selection to profile, shortlist and facilitate an interview schedule as required by the standard public service human resource business process for recruitment and selection.

This was intentional to fast track the outstanding 123 Senior Management positions of which 909 applicants were analyzed accordingly.

Consultations regularly took place when progressing the profiling, and shortlisting of applicants between the agency, and the department of personnel management ensuring that compliance is adhered to.

4.2 Recommendation

From the 909 shortlisted applicants,

4.3 Short list.

4.3.1 Ranking (by name) Report as attached as Appendix 1.

4.3.2 RS 3.7 Profiling & Shortlisting (by name) Report is attached as Appendix 2.

4.3.3 Applicant Point Scoring Analysis Report is attached as Appendix 3.

Summary

#	Position No/Grade	Designation	Total Applications	Shortlisted	Elimination	Withdrawn	Remarks
1	SHPAPA.02 / PS19	Deputy Provincial Administrator – Corporate Service	2	2	0	0	Add Remarks
2	SHPAPA.03 / PS19	Deputy Provincial Administrator – Economic & Social Services	23	4	19	0	Add Remarks
3	SHPAPA.04 / PS19	Deputy Provincial Administrator – Districts & LLGs	20	3	17	0	Add Remarks
4	SHPAPA.05 / PS17	Advisor Legal Service	4	3	1	0	Add Remarks
5	SHPAPA.07 / PS15	Senior Audit Inspector	9	4	5	0	Add Remarks
6	SHPAPA.11 / PS14	Executive Officer	4	3	1	0	Add Remarks
7	SHPAPA.16 / PS15	Legal Officer	5	3	2	0	Add Remarks
8	SHPAPA-20 / PS17	Government Reform Manager	13	3	10	0	Add Remarks
9	SHPAPA-21 / PS13	Coordinator – PCMC/PPII	3	3	0	0	Add Remarks
10	SHPALJ.01 / PS17	Advisor - Law & Justice	12	3	9	0	Add Remarks
11	SHPALJ.02 / PS14	Senior Liaison Officer – Police, CIS and Courts	10	3	7	0	Add Remarks
12	SHPALJ.06 / PS15	Manager – Village Courts	8	4	4	0	Add Remarks
13	SHPAAS.01 / PS16	Advisor – Assembly Services	3	3	0	0	Add Remarks
14	SHPAAS.02 / PS14	Clerk of Assembly	4	3	1	0	Add Remarks
15	SHPALJ.07 / PS13	Senior Village Courts Officer	4	3	1	0	Add Remarks
16	SHPAF.01 / PS17	Advisor – Finance	13	3	10	0	Add Remarks
17	SHPAF.02 / PS15	Manager – Budgets	6	3	3	0	Add Remarks
Total			909	394	515	0	

#	Position No/Grade	Designation	Total Applications	Shortlisted	Elimination	Withdrawn	Remarks
18	SHPAF.03 / PS14	Accountant	15	3	12	0	Add Remarks
19	SHPAF.08 / PS13	Manager – Traffic Registry	1	1	0	0	Add Remarks
20	SHPAF.11 / PS13	Senior Executive Officer – Boards & Transport	1	1	0	0	Add Remarks
21	SHPAF.18 / PS14	Manager – Revenue	9	3	6	0	Add Remarks
22	SHPAHRMD.01 / PS17	Advisor – Human Resource Management	13	4	9	0	Add Remarks
23	SHPAHRMD.02 / PS14	Personnel Manager	7	3	4	0	Add Remarks
24	SHPAHRMD.03 / PS15	Manager – Staff Development	10	3	7	0	Add Remarks
25	SHPAHRMD.04 / PS 13	Senior Training Manager	5	3	2	0	Add Remarks
26	SHPAHRMD.15 / PS 14	IT Manager	11	3	8	0	Add Remarks
27	SHPAL.01 / PS17	Advisor - Lands	5	3	2	0	Add Remarks
28	SHPAL.02 / PS15	Senior Physical Planner	3	3	0	0	Add Remarks
29	SHPAL.03 / PS13	Senior Lands Officer	7	4	3	0	Add Remarks
30	SHPAL.04 / PS13	Valuer	6	3	3	0	Add Remarks
31	SHPAL.05 / PS14	Surveyor	6	3	3	0	Add Remarks
32	SHPAPI.01 / PS17	Advisor – Policy & Planning	10	3	7	0	Add Remarks
33	SHPAPI.02 / PS15	Senior Planner & Data Analyst	5	3	2	0	Add Remarks
34	SHPAPI.03 / PS13	Planner (Corporate)	5	4	1	0	Add Remarks
35	SHPAPI.04 / PS13	Planner (Economic & Social Services)	3	3	0	0	Add Remarks
36	SHPAPI.05 / PS13	Planner (Districts & LLGs)	7	4	3	0	Add Remarks
Total			909	394	515	0	

#	Position No/Grade	Designation	Total Applications	Shortlisted	Elimination	Withdrawn	Remarks
37	SHPAPI.10 / PS15	Manager – Monitoring & Evaluation	4	3	1	0	Add Remarks
38	SHPAWE.01 / PS17	Advisor – Works & Engineering	5	3	2	0	Add Remarks
39	SHPAWE.02 / PS16	Property and Building Manager	6	3	3	0	Add Remarks
40	SHPAWE.03 / PS15	Engineer	8	3	5	0	Add Remarks
41	SHPAWE.04 / PS13	Project Coordinator	9	4	5	0	Add Remarks
42	SHPAWE.07 / PS15	Engineer	6	5	1	0	Add Remarks
43	SHPALLGDS.01 / PS 17	Advisor - LLG Services	8	4	4	0	Add Remarks
44	SHPALLGDS.02 / PS15	Manager Districts (Special Duties)	9	4	5	0	Add Remarks
45	SHPALLGDS.09 / PS13	Election Officer	2	2	0	0	Add Remarks
46	SHPAIWE.01 / PS14	District Works Coordinator – Imbongu	1	1	0	0	Add Remarks
47	SHPAIDS.01 / PS17	District Administrator – Imbongu	5	3	2	0	Add Remarks
48	SHPAIDS.02 / PS15	Deputy District Administrator – Imbongu	9	3	6	0	Add Remarks
49	SHPAILG.01 / PS14	Senior LLG Officer	8	4	4	0	Add Remarks
50	SHPAIAL.01 / PS14	District Agriculture Development Manager – Imbongu	6	3	3	0	Add Remarks
51	SHPAICD.01 / PS13	District Community Development Manager – Imbongu	9	3	6	0	Add Remarks
52	SHPAIBD.01 / PS13	District Business Development Officer - Imbongu	6	3	3	0	Add Remarks
53	SHPAIE.01 / PS13	District Education Manager – Imbongu	10	3	7	0	Add Remarks
54	SHPAKEDS.01 / PS17	District Administrator	12	3	9	0	Add Remarks
Total			909	394	515	0	

#	Position No/Grade	Designation	Total Applications	Shortlisted	Elimination	Withdrawn	Remarks
55	SHPAKEDS.02 / PS15	Deputy District Administrator – Kagua Erave	9	3	6	0	Add Remarks
56	SHPAKELG.01 / PS 14	Senior LLG Officer – Kagua Erave	3	3	0	0	Add Remarks
57	SHPAKEWE.01 / PS14	District Works Coordinator – Kagua Erave	3	3	0	0	Add Remarks
58	SHPAKEAG.01 / PS14	District Agriculture Development Manager – Kagua Erave	8	3	5	0	Add Remarks
59	SHPAKECD.01 / PS13	District Community Development Manager – Kagua Erave	7	3	4	0	Add Remarks
60	SHPAKEBD.01 / PS13	District Business Development Manager - Kagua Erave	5	3	2	0	Add Remarks
61	SHPAKEE.01 / PS13	District Education Manager – Kagua Erave	5	4	1	0	Add Remarks
62	SHPAIPWE.01 / PS14	District Works Coordinator – Ialibu Pangia	4	3	1	0	Add Remarks
63	SHPAIPDS.01 / PS17	District Administrator – Ialibu Pangia	12	4	8	0	Add Remarks
64	SHPAIPDS.02 / PS15	Deputy District Administrator – Ialibu Pangia	8	3	5	0	Add Remarks
65	SHPAIPLG.01 / PS14	Senior LLG Officer – Ialibu Pangia	4	3	1	0	Add Remarks
66	SHPAIPLG.11 / PS14	Town Manager – Ialibu Urban	6	3	3	0	Add Remarks
67	SHPAIPAL.01 / PS14	District Agriculture Development Manager – Ialibu Pangia	9	3	6	0	Add Remarks
68	SHPAIPCD.01 / District Community Development Manager – Ialibu Pangia	District Community Development Manager – Ialibu Pangia	10	4	6	0	Add Remarks
69	SHPAIPBD.01 / PS13	District Business Development Manager - Ialibu Pangia	4	3	1	0	Add Remarks
Total			909	394	515	0	

#	Position No/Grade	Designation	Total Applications	Shortlisted	Elimination	Withdrawn	Remarks
70	SHPAIP.E.01 / PS13	District Education Manager – Ialibu Pangia	7	3	4	0	Add Remarks
71	SHPAMMWE.01 / PS14	District Works Coordinator – Mendi Munhia	1	1	0	0	Add Remarks
72	SHPAMMDS.01 / PS17	District Administrator – Mendi Munhiu	0	0	0	0	Add Remarks
73	SHPAMMDS.02 / PS15	Deputy District Administrator – Mendi Munhiu	6	3	3	0	Add Remarks
74	SHPAMMLG.01 / PS14	Senior LLG Officer – Mendi Munhiu	2	1	1	0	Add Remarks
75	SHPAMMLG.11 / PS14	Town Manager – Mendi Urban LLG	3	3	0	0	Add Remarks
76	SHPAMMAL.01 / PS14	District Agriculture Development Manager – Mendi Munhiu	12	5	7	0	Add Remarks
77	SHPAMMCD.01 / PS13	District Community Development Manager – Mendi Munhiu	9	3	6	0	Add Remarks
78	SHPAMMCT.01 / PS13	District Business Development Manager - Mendi Munhu	4	3	1	0	Add Remarks
79	SHPAMME.01 / PS13	District Education Manager – Mendi Munhiu	4	3	1	0	Add Remarks
80	SHPANKWE.01 / PS14	District Works Coordinator – Nipa Kutubu	1	1	0	0	Add Remarks
81	SHPANKDS.01 / PS17	District Administrator – Nipa Kutubu	7	3	4	0	Add Remarks
82	SHPANKDS.02 / PS15	Deputy District Administrator – Nipa Kutubu	10	3	7	0	Add Remarks
83	SHPANKDS.14 / PS14	Town Manager – Kutubu Authority	13	3	10	0	Add Remarks
84	SHPANKAL.01 / PS14	District Agriculture Development Manager – Nipa Kutubu	4	3	1	0	Add Remarks
85	SHPANKAL.05 / PS13	Rural Agriculture Development Officer – Mt. Bosave	10	4	6	0	Add Remarks
Total			909	394	515	0	

#	Position No/Grade	Designation	Total Applications	Shortlisted	Elimination	Withdrawn	Remarks
86	SHPANKCD.01 / PS13	District Community Development Manager – Nipa Kutubu	13	3	10	0	Add Remarks
87	SHPANKE.01 / PS13	District Education Manager – Nipa Kutubu	7	3	4	0	Add Remarks
88	SHPANKLG.11 / PS13	LLG Manager – Mt. Bosave Rural	8	4	4	0	Add Remarks
89	SHPAAL.01 / PS17	Advisor Agriculture & Livestock	11	5	6	0	Add Remarks
90	SHPAAL.02 / PS15	Manager – Planning & Technical Officer	6	5	1	0	Add Remarks
91	SHPAAL.03 / PS13	Manager – Crops	8	5	3	0	Add Remarks
92	SHPAAL.04 / PS13	Manager – Livestock	8	5	3	0	Add Remarks
93	SHPAAL.06 / PS14	Agronomist	11	7	4	0	Add Remarks
94	SHPAAL.08 / PS13	Manager - Coffee Development	11	5	6	0	Add Remarks
95	SHPAAL.11 / PS13	Manager – Fisheries	5	5	0	0	Add Remarks
96	SHPAAL.12 / PS 13	Manager – Potato & Others	2	2	0	0	Add Remarks
97	SHPACT.01 / PS17	Advisor - Commerce, Culture & Tourism	12	3	9	0	Add Remarks
98	SHPACT.02 / PS15	Finance Advisor	7	4	3	0	Add Remarks
99	SHPACT.03 / PS13	Culture & Tourism Officer	7	3	4	0	Add Remarks
100	SHPACT.04 / PS13	Aid Coordinator	9	3	6	0	Add Remarks
101	SHPACT.08 / PS13	Manager – Cooperative Societies	5	4	1	0	Add Remarks
102	SHPAMNR.01 / PS17	Advisor – Natural Resource	18	4	14	0	Add Remarks
103	SHPAMNR.02 / PS15	Manager – Monitoring & Evaluation	9	3	6	0	Add Remarks
Total			909	394	515	0	

#	Position No/Grade	Designation	Total Applications	Shortlisted	Elimination	Withdrawn	Remarks
104	SHPAMNR.03 / PS13	Manager – Gobe Project	7	3	4	0	Add Remarks
105	SHPAMNR.04 / PS13	Manager – Moran & Mananda Projects	6	3	3	0	Add Remarks
106	SHPAMNR.05 / PS13	Manager – Kutubu Project	10	5	5	0	Add Remarks
107	SHPAMNR.06 / PS13	Manager – Mining, Energy & New Explorations	7	3	4	0	Add Remarks
108	SHPAMNR.09 / PS13	Manager – Environment & Conservation	15	4	11	0	Add Remarks
109	SHPANFND.01 / PS17	Advisor - National Functions and Natural Disasters	2	2	0	0	Add Remarks
110	SHPANFND.02 / PS13	Coordinator - National Functions	2	2	0	0	Add Remarks
111	SHPANFND.03 / PS13	Coordinator – Natural Disaster & Emergency	4	3	1	0	Add Remarks
112	SHPANFND.05 / PS13	Events & Protocol Officer	8	4	4	0	Add Remarks
113	SHPACD.01 / PS17	Advisor – Community Development	18	3	15	0	Add Remarks
114	SHPACD.02 / PS15	Manager – Program Coordination	13	4	9	0	Add Remarks
115	SHPAE.01 / PS17	Advisor – Education	19	3	16	0	Add Remarks
116	SHPAE.02 / PS15	Deputy Education Advisor – Administration & General Services	11	3	8	0	Add Remarks
117	SHPAE.03 / PS15	Deputy Advisor – Standards & Compliance	14	3	11	0	Add Remarks
118	SHPAE.05 / PS15	Manager - Planning & Information	7	3	4	0	Add Remarks
119	SHPAE.06 / PS13	Examination Supervisor	4	3	1	0	Add Remarks
120	SHPAE.07 / PS13	Appointment Officer	4	3	1	0	Add Remarks
121	SHPAE.08 / PS13	Manager (In-service & HRMD)	4	4	0	0	Add Remarks
Total			909	394	515	0	

#	Position No/Grade	Designation	Total Applications	Shortlisted	Elimination	Withdrawn	Remarks
122	SHPAE.10 / PS13	Manager – Reform & Projects	3	3	0	0	Add Remarks
123	SHPAE.15 / PS13	Manager – Elementary Education	9	3	6	0	Add Remarks
Total			909	394	515	0	

Signatures:

Chairperson: Christine Rupen
- DPM Highlands Directorate

Member: David Kelma -
Acting Provincial
Administrator

Member: Echad Consultancy
Services & Dakoii Micro
Systems

Member:

Technical Adviser: Maria Poli

Date:.....