



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Department of Prime Minister & NEC	<b>SYS. POSN. NO:</b> 0000067444	<b>REF. NO:</b> APDS 04
<b>OFFICE:WING</b>	<b>DESIGNATION/CLASSIFICATION:</b> Director Grade 18	
<b>DIVISION:</b> Policy Coordination Monitoring ( 2)	<b>LOCAL DESIGNATION:</b> Director – PS & National Reform	
<b>BRANCH:</b> Admin Sector, Provincial & District Services	<b>REPORTING TO:</b> Director General (ASPDS)	<b>SYS. POS. NO:</b> 0450000210
<b>SECTION:</b>	<b>LOCATION:</b> Waigani	<b>REF. NO:</b> APDS 01

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org. 2/2016	8 <sup>th</sup> April, 2016	Abolished/Created

#### 2. PURPOSE

Provide timely strategic and advisory support to the Director General – Administrative Sector, Provincial & District Services in matters relating to coordination and monitoring on impact projects and development policies and to report on the following functional areas:

- (i) Public Service and National Reforms and;
- (ii) Other constitutional and legal matters as required to improve quality of services delivered

#### 3. DIMENSIONS

Financial: Yes	Staff: 4	Others: Yes
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Public Service plays a big role to change and improve government services at all levels. Likewise the National Reforms with adoption outcome based performances and upholding of human rights charters and framework indicates the scope of work. Smart policy decisions and inclusive intervention, promotion of sustainable development and the wise use of resources are catalyst of our future. With supporting staff of 4 officers the Director is answerable to report to the authority as required.

#### 4. PRINCIPLE ACCOUNTABILITIES

The incumbent ensures that the Deputy Secretary Policy LOSA & PDS receives divisional reports, development policy initiatives, impact projects implementation reports on specific interventions and

NEC decisions through the Director General Administrative Sector, Provincial and District Services (A PDS) on a timely manner.

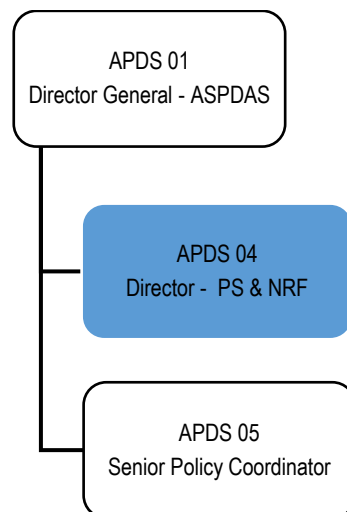
## 5. MAJOR DUTIES

- Coordinate and provide advice the Deputy Secretary Policy on matters relating to NEC Decisions, impact projects and policies through the Director General (Administrative Sector, Provinces and District Services)in close consultations with the department of Personnel Management( DPM), the Department of Provincial and Local Level government Affairs, all Provinces and District in the country.
- Provide consolidated implementation plan, the annual budget and coordination reports to the Chief Secretary through the Deputy Secretary – Policy (2) and Director General (Administration, Provinces and District Services).
- Oversight and guide sector departments and agency on policy development including strategic plans to be aligned and synchronizes with the National Strategic Plan (PNGV2050) and Medium Term Development Plan (MTDP) 2030 and the Sustainable Development Goals indicators 2030.
- Monitor and report on issues affecting the delivery of government goods and services at all levels of governance,
- Maintain policy dialogue on national development issues, by attending relevant sector forums and meetings, visits to provinces
- Maintain dialogue through membership on sector coordination and working committees
- Prepare briefs and correspondences for the Chief Secretary, Prime Minister, for Cabinet meetings and Parliament as and when required
- Direct and supervise subordinates through the Senior Policy Coordinator in the discharging of their respective responsibilities.

## 6. NATURE AND SCOPE

The job entails coordination, monitoring and advising on Administrative Sector, Provincial & District Services development policies, programs/projects and funding appropriation. The incumbent advice, guide and tracks development initiatives and reports to authorities on regular bases. The incumbent must effectively communication between all players (sectors) and government through the Chief Secretary.

### 6.1 WORKING RELATIONSHIP



**(a) Internal**

Work closely with Director General (Administrative Sector & Province and District Services), other subordinates, Peers Directors, and superiors including the Chief Secretary to Government

**(b) External**

Zero –down and create a harmonious working relations with appropriate the Department of Personnel Management, the Department of Provincial and Local Level Government, development partners and stakeholders, aid donors in transformation of public services

## **6.2 WORK ENVIRONMENT**

This is a senior management position which requires managerial, organizational, analytical, and coordination skills to maintain legacy and autonomy of the Public Service.

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **Rule/Procedures**

The position is guided by the Public Service General Orders, The Public Service (management) Act, the Public Finance Management Act, the Employment Act and the PM & NEC Act, the Organic Law of the Provincial level government and the development of the District Development Authority.

### **Decision**

Decisions taken must align with NEC Decision, Existing policies, in line with strategic national plans, (PNGV2050), Medium Term development Plan (MTDP), the respective corporate Plans and the Sustainable development Goals – 2030.

### **Recommendation**

Recommendations are to be aligned with current strategic framework, legislations and National directives/standards and the core values to humanity.

## **8. CHALLENGES**

The position ensures that quality services are delivered through the Public Service network and development. It embraces the One Person, One Position and One Pay – policy and for the benefit of our people. As the government incentives are to empower local communities through the District development Authority concept in line for greater participation for our rural populace participate fully in the growth and development of PNG. It is in that context that the position is challenges to achieve our dreams as declared in the PNGV2050. “ the Smart, Healthy, Wealthy and Happy Nation”

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **(a) Qualifications**

The incumbent must have a minimum qualification of a University degree in Public Policy/Admin/Politics, and/or Social Science or equivalent;

A Master’s degree is an advantage.

### **(b) Knowledge**

- (i) Sound knowledge of the PSMA, GO, PM/NEC Act, sound knowledge of law & order, justice sector.
- (ii) Knowledgeable on government policies, procedures and process.

**(c) Skills**

- Organizational and managerial skills
- Excellent open communication skills
- Evaluation and coordination skills
- Analytical capacity of high order
- Familiar with relevant computer application and software

**(d) Work Experience**

Not less than 10 years of experience and possess strong policy development, strategic planning, development planning, monitoring and evaluation experience is a requirement.