



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Prime Minister & NEC	SYS. POSN. NO: 0459000257	REF. NO: APDS 08	
OFFICE: WING	DESIGNATION/CLASSIFICATION: Director Grade 18		
DIVISION: Policy Coordination & Monitoring (2)	LOCAL DESIGNATION: Director – Provincial & District Services		
BRANCH: Admin Sector, Provincial & District Services	REPORTING TO: Director General (ASPDS)	SYS. POS. NO: 0450000210	REF. NO: APDS 01
SECTION: Provinces and District Services,	LOCATION: Sir. Manasupe House, Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org. 2/2016	08.04.2016	Abolished/Created

2. PURPOSE

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

- (i) Provincial and District Services and;
- (ii) Other constitutional and legal rhetoric to the provision

3. DIMENSIONS

Financial: Yes	Staff: 5	Others: Yes
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Public Service plays a big role to change and improve government services at all levels. Likewise the Provincial and District Services are vital governance structures that uphold global charters on humanity and national framework in improving humanity at all levels of society. Smart policy decisions and inclusive intervention, promotion of sustainable development and the wise use of resources are catalyst for our future. With supporting staff of 5 officers the Director is answerable to report to the authority as required.

4. PRINCIPAL 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.

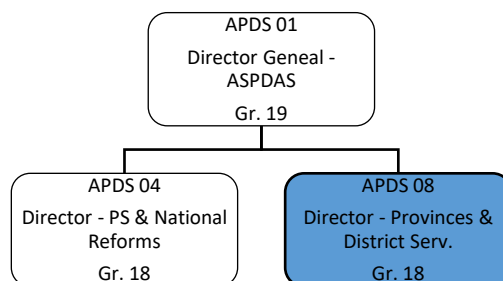
5. MAJOR DUTIES

- 5.1 Coordinate, lead and advice to 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 Provincial and Local Level government Affairs, all Provinces and Districts.
- 5.2 Provide consolidated implementation plan, annual budget and expenditure, and the coordination reports to the Chief Secretary through the Deputy Secretary – Policy (2) and Director General (Administration, Provinces and District Services).
- 5.3 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.
- 5.4 Monitor and report on issues affecting the delivery of government goods and services at all levels of governance,
- 5.5 Maintain policy dialogue on national development issues, by attending relevant sector forums and meetings, visits to provinces
- 5.6 Maintain dialogue through membership on sector coordination and working committees
- 5.7 Prepare briefs and correspondences for the Chief Secretary, Prime Minister, for Cabinet meetings and Parliament as and when required
- 5.8 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, key state service providers, Development partners, Aid donors to assist in the transformation to the livelihood of our people

6.2 WORK ENVIRONMENT

This is a senior management position which requires managerial, organizational, analytical, and coordination skills to maintain legacy and autonomy of a Province and/or a District.

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, the PM & NEC Act, the Organic Law of the Provincial 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

Harmonize effective partnerships, prudent management of resources in providing high quality government services at both the Provincial and District level. Making government incentives, impact projects and programs and empower for a collective plan of action is a challenge. It would be through collective, inclusive actions that our declared dream – to be Smart, Healthy, Wealthy and Happy Nation” will become a reality.

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.