



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Department of Prime Minister & NEC	<b>SYS. POSN. NO:</b> 0000067298	<b>REF. NO:</b> APDS 10	
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> Policy Coordination & Monitoring Officer (Provinces and District Services, Highlands & Momase) Gr. 14		
<b>DIVISION:</b> Policy Coordination & Monitoring (2)	<b>LOCAL DESIGNATION:</b> Policy Coordination & Monitoring Officer		
<b>BRANCH:</b> Admin. Sector & Prov. & Dist Services	<b>REPORTING TO:</b> Director – P&DS	<b>YS. POS. NO:</b> 459000257	<b>REF. NO:</b> APDS 08
<b>SECTION:</b> Provinces and District Services,	<b>LOCATION:</b> Sir. Manasupe House, Waigani		

#### HISTORY OF POSITION

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

#### 2. PURPOSE

To analyze and interpret policy research reports with related data and provide support to Senior Policy Coordination and Monitoring officer in coordinating and monitoring specific development issues regarding Provinces and District Services within Highlands and Momase Regions.

#### 3. DIMENSIONS

Financial – Nil	Staff supervised -Nil	Others – Nil
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#### 4. PRINCIPAL ACCOUNTABILITIES

- Ensure that all policy documents and research reports relating to Provinces and District Services are thoroughly analysed and interpreted comprehensively.
- Demonstrate capability in providing timely executive briefs, memorandums and reports to the Senior Policy Coordination and Monitoring officer of the branch/section.

#### 5. MAJOR DUTIES

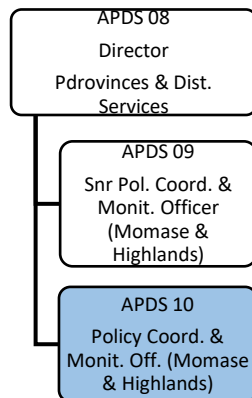
- 5.1 Carry out comprehensive review and analysis of social policies and development initiatives, prepare reports and policy documents.
- 5.2 Provide necessary findings and updates to the Senior Policy Coordination and Monitoring Officer – Provinces and District Services

5.3 Assist the Senior Policy Coordination and Monitoring officer prepare briefs, statement, reports and memorandums for the Chief Secretary, Deputy Secretary and Director General.

## 6. NATURE AND SCOPE

This is a line position within the department, reports to the Director and Senior Policy Coordination and Monitoring Officer, Provinces and District Services on matters relating to coordination and monitoring of policies and programs pertaining Provinces and District Services for the Highlands and Momase Regions.

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

Reports to the Senior Policy Coordination & Monitoring officer and consult with counter parts on all policy co-ordination and monitoring in relation to Provinces and District Services.

#### (b) External

Maintain close working relationship with key agencies such as Department of Provincial, Local Level Government, Office of Rural Development and Provincial and District Administrations.

### 6.2 WORK ENVIRONMENT

The Position is located within Sir Manasupe House at the Waigani Central Government Offices. It plays a technical role in supporting Senior Coordination and monitoring officer on policies relating to delivery of Services to the Provinces and Districts within Highlands and Momase Region.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules/ procedures

The position is guided by the Public Service General Orders, Public Service Management Act, Public Service Finance Management Act, Employment Act and the PM&NEC Act.

### Decisions

Decisions taken by the position shall be in line with Public Service General Orders, Public Service Management Act, Public Service Finance Management Act, the Employment Act, PM&NEC Act and the Department policies.

## Recommendations

Any recommendations made by the position will be in line with relevant legislations, sector policies and Department Policies.

## 8. CHALLENGES

Maintain good working relationship and proper work ethics in compliance to existing laws and regulations governing public services.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

A minimum qualification of bachelor's degree in Public Policy Management, Political Science, Social Science, Public Administration and / or other related qualifications that may be acceptable to the Chief Secretary to Government.

### (b) Knowledge

- Knowledge of the PSM Act, GO, PMNEC Act, sound knowledge of relevant laws and legislations on Provinces and District Services
- Community Development and Autonomy issues;
- Qualitative and quantitative methods of research and analytical report writing
- Proven high written and verbal communication skills including the ability to produce comprehensive professional written documents or any outstanding quality report
- Research Design & Methodologies

### (c) Skills

- Strong Coordination & Monitoring capability;
- High level of organizational and planning skills;
- Familiar with relevant computer applications and software;
- Sound communication skills
- High level of research, data analytical and report writing skills
- Computing skills, Ms Word, Excel, etc.

### (d) Work Experience

A minimum of three (3) years' work experience in strategic policy development, coordination, monitoring and program planning in Provinces and Districts or similar positions within public service.