



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

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|---|--|------------------------------------|----------------------------|
| AGENCY: Department of Prime Minister & NEC | SYS. POSN. NO: 0045000175 | REF. NO: APDS 13 | |
| OFFICE/WING: PCM | DESIGNATION/CLASSIFICATION: Research Officer – Grade 14 | | |
| DIVISION: Policy Coordination & Monitoring (2) | LOCAL DESIGNATION: Research Officer – Province and District Services | | |
| BRANCH: Admin. Sector, Provincial & District Services | REPORTING TO: Snr. Policy Coord.& Monit. Off (Social Sect) | SYS. POS. NO: 0459000294 | REF. NO: APDS 11 |
| SECTION: Provinces and District Services | LOCATION: Sir Manasupe Haus, Waigani | | |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|--------------|-------------------|-----------------|
| Org: 02/2016 | 08.04.2016 | Abolish/Created |

2. PURPOSE

To provide comprehensive research and administrative support to the Senior Policy Coordination & Monitoring Officer (Southern/NGI) in all matter relating to coordinating of policy development, implementation and reporting.

3. DIMENSIONS

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|-----------------|-----------------------|--------------|
| Financial – Nil | Staff supervised -Nil | Others – Nil |
|-----------------|-----------------------|--------------|

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Effective design, coordinate and conduct policy – relevant research on other aspect of Provinces & District Services, as agreed by Director- Provinces & District Services and with a likely focus on exclusion issues.
- 4.2 Proper administration and development, implementation and evaluation projects.
- 4.3 Effective design, coordinate and conduct policy – relevant research and development phase of new projects to ensure the project meets with clients expectations
- 4.4 Ensure compliance with Provinces and Districts Services procedures and policies

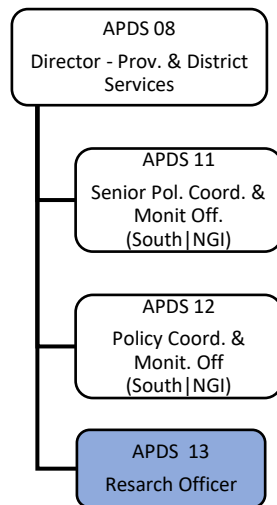
5. MAJOR DUTIES

- 5.1 Conduct research and coordinate to influence policies and practices of governments, NGOs with particular focus on Provinces and District Service improvement within or outside the National Capital District.
- 5.2 Design and coordinate/conduct policy – relevant research on how integrate Provinces and District Services outcome and development innovation approaches to departments and agency on Provinces and Districts Services policy development.
- 5.3 Provide reports and brief to the Director General through the Director – Provinces and District Services.
- 5.4 Develop and maintain relations with key stakeholders, other agencies in order to build networks through which to learn new research techniques.
- 5.5 Write reports and make recommendations to influence the policy and practice of Provinces and District Services concept and other with an influence on the prospects for improving coordination, implementation and fair distribution of Provinces and District Services policy.

6. NATURE AND SCOPE

The position is within the Provinces and District Services Branch and reports to the Director – Provinces and District Services through Senior Policy Coordination & Monitoring Officers (SOUTHERN/NGI). The position reports on operational activities, specifically on Provinces and District issues and concurrent developments. The position may report to the Director General – Admin. Sector/Province & District Services as when it is necessary.

6.1 WORKING RELATIONSHIP



(a) Internal

The Research Officer reports to the Director – Provinces and District Services through Senior Policy Coordinator & Monitoring Officers and provides researched data reports, information and support to the team members and supervisors on the Provinces and District Services sector issues. The position requires the incumbent to establish working relationships and dialogue with the counterparts.

(b) External

On request by the supervisors liaise with relevant Government Departments, NGOs and Agencies for information and data gatherings.

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani however, when required; official visits to government agencies within or outside of National Capital District to the job are evitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures

- The position is guided by the Public Service General Orders, Public Service Finance (Management) Act and Employment Act;
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instruction;
- Maintain high level of confidentiality of information;
- Maintain high level of work ethics and professionalism

Decision

- This position does not make decisions but only take directive from the senior officers within Provinces and District Services.

Recommendations

- Any recommendations made by this position should align with NEC Decision, relevant legislations pertinent with coordinating Implementation of Donor Funder Activities and other Government Departments and Agency through Senior Policy Coordinator & Monitoring Officers (SOUTHERN/NGI)

8. CHALLENGES

- Ensure quality Research findings and maintaining compliance with modern requires technique and skills.
- High level of communication with stakeholders in providing administrative support and promoting service is a challenge to the sector in terms of policy planning, establishing sector priorities and implementation against scarcity of resource and reporting.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Must hold a first degree in Public Policy, Admin, District Development Authority, or Provinces and District Services

(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

- Empirical Research, data analysis and in writing evidence – based reports and practical recommendations.
- Computing skills, Ms Word, Excel, etc
- Practical and theoretical understanding of Provinces and District Services issues, including how the sector is integrated into policies
- High level of organization and planning skills
- Presentation skills

(d) Work Experience

Minimum of four (4) years working experience in a similar position within the Public Service or the private sector.