



PAPUA NEW GUINEA PUBLIC SERVICE

Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

<b>DEPARTMENT:</b> Prime Minister & NEC	<b>SYS. POSN. NO:</b> 459000268	<b>REF. NO:</b> APEC 06
<b>WING:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> Research Officer, Gr. 14	
<b>Secretariat:</b> (APEC) Asia Pacific Economic Cooperation	<b>LOCAL DESIGNATION:</b> Research Officer –Customs	
<b>BRANCH:</b>	<b>REPORTING TO:</b> Director (Trade & Investment)	<b>SYS. POS. NO:</b> 45900266
		<b>REF. NO:</b> APEC 04
<b>SECTION:</b> Trade & Investment (T&I)	<b>LOCATION:</b> Morauta Haus, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08/04/2016	Reno/JD Revised
Org: 01/2012	2/12/2012	

2. PURPOSE

- To ensure that customs compliance and standards and conformance, and other trade and investment aspects of APEC are supported by thorough research, analysis and briefs to the Director-T&I.

3. DIMENSIONS

Financial: Nil	Total Staff Supervised: Nil	Others: Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Adequate support through research, briefs and reports to the Director (T&I) on all issues related to customs compliance, standards and conformance, other trade and investment aspects of APEC.
- Ensuring PNG's attainment of the APEC Bogor Goals of free and open trade and investment liberalization by 2020.

5. MAJOR DUTIES

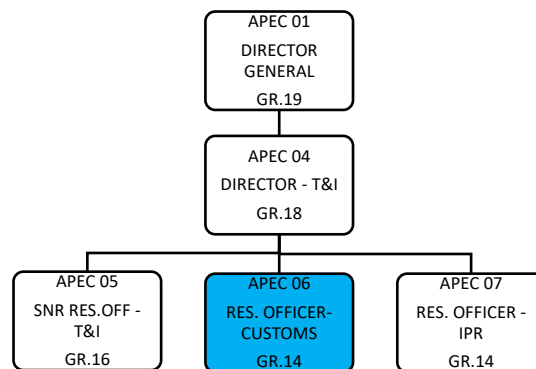
- Assist the Snr Research Officer and Director (T&I) in achieving the sections objectives;
- Attend APEC Inter-agency meetings in Port Moresby;
- Implement approved Work Plans;
- Provide regular briefs, analysis and assessment reports on achievement of targeted activities as instructed by Director (T&I);
- Draft Concept Notes and Project proposals for the purpose of conducting capacity building workshops and seminars in PNG;
- Draft Concept Papers for the purpose of hosting Ministerial meetings in PNG in the lead up to hosting and chairing APEC in 2018; and

- Work harmoniously with colleagues to attain the PNG APEC Secretariat's annual Work Plans and greater Vision of successfully hosting and chairing APECin2018.
- Carry out research activities, analyse findings and provide briefs and reports to the Director on all matters relating to the section's objectives.
- Carry out other tasks and duties as directed by the Director (T&I).

## 6. NATURE AND SCOPE

- This is one of three (3) line positions that reports to the Director (T&I) and liaises closely with the Senior Research Officer.

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

- The position reports to the Director-T&I and liaise closely with the Senior Research officer to ensure timely briefs and reports are furnished to the Director.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

#### (b) External

- Liaise with stakeholder agencies and departments involved in the APEC process; private sector; and network with colleagues from other APEC member countries.

### 6.2 WORK ENVIRONMENT

- This is a Research position which supports the Senior Research officer and the Director in achieving the Section's objectives

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules/procedures

- PNG's Bilateral and Multilateral Agreements and resolutions with APEC countries;
- Bogor Goals and other PNG Government directives;
- PM&NEC Act;
- Public Service General Orders 2014;
- Public Service (Management) Act 2014;
- Public Finance (Management) Act.

## Decision

- Assist in setting goals, targets, service standards and priorities of the section in line with APEC goals, Corporate and Work plan;
- Assist in facilitating activities and operation of the section;
- Assist in changing procedures and processes of the section to improve its functions;
- Make decisions to ensure the prompt resolution of contentious issues;
- Assist in preparing requisitions for the sections programs/activities for approval by the Director General.
- Decisions taken by the position shall be in line within the rules and procedures set above;

## Recommendations

- Improvements to business processes and procedures of the section in relation to effective hosting of APEC and achieving PNG's Bogor Goals;
- Any recommendations made by the position shall be in line with the rules and procedures set above

## 8. CHALLENGES

Successfully hosting the PNG APEC Meetings and series of APEC leaders' summit in 2018 and achieving the PNG Bogor goals targets by 2020.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

- Bachelor's Degree in International Relations, Political Science, Public Administration or equivalent qualifications.
- PNG Foreign Service Certificate will be an advantage.

### (b) Knowledge

- Adequate knowledge of the part PNG plays in the geo-political environment in the Asia-Pacific region and APEC's role in the equation.
- Sound qualitative and quantitative research and analytical report writing;

### (c) Skills

- Be willing to learn on the job;
- Have good report writing skills;
- Ability to assess and articulate APEC documentations for Ministerial and Prime Ministerial briefings;
- Be presentable and of sober habits; and,
- Able to work under pressure to meet deadlines.

### (d) Work Experience

Have a minimum of three (3) years' work experience in the public service or private sector covering trade and investment related issues.