



PAPUA NEW GUINEA PUBLIC SERVICE

Form 002.7

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & NEC	SYS. POSN. NO.: 459000272	REF. NO.: APEC 10	
WING: Executive	DESIGNATION/CLASSIFICATION: Research Officer, Gr. 14		
SECRETARIAT: (APEC) Asia Pacific Economic Cooperation	LOCAL DESIGNATION: Research Officer – Project		
BRANCH: (APEC)	REPORTING TO: Director (Budget & Management)	SYS. POS. NO.: 459000270	REF. NO.: APEC 08
SECTION: Budget & Management (B&M)	LOCATION: Morauta Haus, Waigani		

HISTORY OF POSITION

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

2. PURPOSE

- To ensure that project management issues and other budget and management aspects of APEC are supported by thorough research, analysis and briefs to the Director-B&M.

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 (B&M) on all issues related to project management and other budget and management aspects of APEC.
- Ensuring PNG's attainment of APEC Bogor Goals of free and open trade and investment liberalization by 2020 through capacity building initiatives.

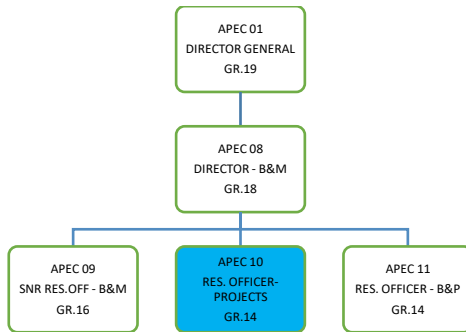
5. MAJOR DUTIES

- Assist the Snr Research Officer and Director (B&M) 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 (B&M);
- 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 APEC in 2018.
- 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 (B&M).

6. NATURE AND SCOPE

This is one of three line positions that reports to the Director (B&M) and liaises closely with the Senior Research Officer.

6.1 WORKING RELATIONSHIP



(a) Internal

- The position reports to the Director-B&M 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.
- 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 and Project management qualification 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.
- Knowledgeable on APEC Concept Note and Project Proposal and process and how PNG can benefit from capacity building workshops and seminars, and ministerial meetings in the lead up to the hosting and chairing of APEC in 2018.
- 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 issues.