



PAPUA NEW GUINEA PUBLIC SERVICE

Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & NEC.	SYS. POSN. NO: 459000275	REF. NO: APEC 13	
WING: Executive	DESIGNATION/CLASSIFICATION: Research Officer, Gr.16		
SECRETARIAT: (APEC) Asia Pacific Economic Cooperation	LOCAL DESIGNATION: Senior Research Officer – Fiscal and Monetary Committee		
BRANCH: APEC	REPORTING TO: Director – Economic Committee	SYS. POS. NO: 459000274	REF. NO: APEC 12
SECTION: Economic Committee (EC)	LOCATION: 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 Fiscal and Monetary Committee (FMC) issues as well as other related issues are supported by thorough research, analysis and briefs to the office of the Director-Economic Committee.

3. DIMENSIONS

Financial: Nil	Total staff Supervised:2 Direct: 0 Indirect:2	Others: Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Ensure adequate support through research, briefs and reports to the Director (EC) on all issues related to Fiscal and Monetary Committee (BMC).
- 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

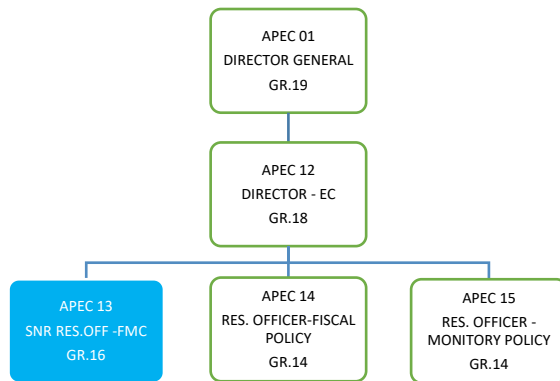
- Support the Director (EC) in achieving the section's targeted objectives;
- Attend APEC inter agency meetings in Port Moresby;
- Attend EC and its sub-fora meetings during APEC SOM Meeting;
- Implement approved work plans;
- Provide regular briefs, analysis and assessment reports on achievement of the targeted activities as instructed by the Director (EC);
- Liaise with stakeholder agencies and departments and sponsoring member economies to draft concept notes and proposal for the purposes of conducting capacity building workshops and seminars in PNG;

- Liaise with host economies and the APEC secretariat to draft Concept Papers for the purposes of hosting ministerial meetings in PNG in the lead up to hosting and chairing APEC in 2018;
- 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; and
- Carry out other tasks and duties as directed by the Director (EC).

6. NATURE AND SCOPE

This is one of three line positions that reports to the Director–(EC).

6.1 WORKING RELATIONSHIP



(a) Internal

- The position reports to the Director-EC and liaise closely with the Research officers 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

The incumbent will liaise with stakeholder agencies and department, the private sector, APEC Colleagues at APEC Secretariat and other APEC member Economies

6.2 WORK ENVIRONMENT

- This is a senior Research position which supports 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;

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 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 six (6) years' work experience in the public service or private sector covering trade and investment issues related to competition policy and related regulations and laws.