

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

DEPARTMENT: Prime Minister & NEC	SYS. POSN. NO: 459000278	REF. NO: APEC 16	
WING: Executive	DESIGNATION/CLASSIFICATION: DIRECTOR, GR.18		
SECRETARIAT: (APEC) Asia Pacific Economic Cooperation	LOCAL DESIGNATION: Director – SOM Steering Committee On Ecotech		
BRANCH: (APEC)	REPORTING TO: DIRECTOR GENERAL – APEC	SYS. POS. NO: 459000262	REF. NO: APEC 01
SECTION: SOM Steering Committee	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 PNG's participation in the APEC's SOM Steering Committee on ECOTECH (SCE) is coordinated properly through this position for maximum gains and results.

3. DIMENSIONS

Financial: Yes	Total Staff Supervised: 3	Others: Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Ensure PNG's successful and well-coordinated participation in the APEC SCE annually in the lead-up to PNG hosting and chairing APEC in 2018; and,
- Ensure PNG's attainment of the APEC Bogor Goals of Free and Open Trade and investment liberalization by 2020 through capacity building initiative.

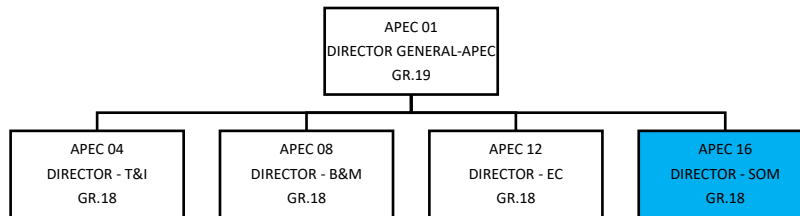
5. MAJOR DUTIES

- Represent PNG together with stakeholder agencies and departments in all APEC SCE meetings; including but not limited to other APEC Committee meetings as directed by the Director-General;
- To coordinate and manage stakeholder agencies' and departments' participation in the APEC SCE annual meetings and activities through regular sub-committee inter-agency meetings;
- Implement approved Work Plans;
- Provide regular briefs, analysis and assessment reports on achievement of targeted activities to the Prime Minister through the Director-General's office;
- Liaise with stakeholder agencies and departments and sponsoring member economies to draft Concept Notes and Project proposals for the purpose of conducting capacity building workshops and seminars in PNG;
- Liaise with host economies, and the APEC Secretariats to draft Concept Papers for the purpose of hosting Ministerial meetings in PNG in the lead up to hosting and chairing APEC in 2018;
- Provide mentoring to subordinates in the SCE Branch;
- Work harmoniously with the Director-General and colleague Directors to attain the PNG APEC Secretariat's annual Work Plans and greater Vision of successfully hosting and chairing APEC in 2018; and,
- Carry out other tasks and responsibilities as directed by the Director-General.

6. NATURE AND SCOPE

- This is a management position and is one of four (4) Director Positions within the Secretariat that reports directly to the Director General – APEC. The position provides advice and briefs on all APEC Economic Committee activities and issues.
- This is a Category (B) Public Service Senior Employment Contract position.

6.1 WORKING RELATIONSHIP



Internal:

- The incumbent will liaise and correspond with the Director General, other Directors and the staff of PNG APEC Secretariat.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

External:

The position will liaise with stakeholder agencies and departments, the private sector; APEC colleagues at the APEC Secretariat and other APEC member economies.

6.2 WORK ENVIRONMENT

- This is a management position that provides policy advice and support to the Director General – APEC Secretariat.
- The position also undertakes administrative role by ensuring that the section's resources are utilized efficiently to achieve the work plan and programs.

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

- Set goals, targets, service standards and priorities of the section in line with APEC goals, Corporate and Work plan;
- Direct activities and operation of the section;
- Change procedures and processes of the section to improve its functions;
- Make decisions to ensure the prompt resolution of contentious issues;
- Prepare 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 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

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications:

Minimum of first degree in International Relations, Political Science or similar;

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;
- Good knowledge of SCE and its sub-for a and;
- Fair knowledge of APEC Concept note and project proposal process and how PNG can benefit from capacity building workshops and seminars and ministerial meetings in the lead up to hosting and chairing APEC in 2018.

Skills:

- Have diplomatic experience and etiquette;
- Ability to attend and participate in international multilateral conferencing process;
- Have good report writing skills;
- Ability to provide regular Concept Notes/Project proposals for submission to respective APEC fora;
- 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

Experience:

Have a minimum of six (6) years' experience at managerial level covering trade and investment related issues.