



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> Prime Minister & NEC	<b>SYS. POSN. NO.:</b> 459000281	<b>REF. NO.:</b> APEC 19	
<b>WING:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> Research Officer, Gr. 14		
<b>SECRETARIAT: (APEC)</b> Asia Pacific Economic Cooperation	<b>LOCAL DESIGNATION:</b> Research Officer - SOM Special Task Group		
<b>BRANCH:</b> (APEC)	<b>REPORTING TO:</b> SNR Research Officer – SOM Steering Committee on ECOTECH	<b>SYS. POS. NO.:</b> 459000279	<b>REF. NO.:</b> APEC 17
<b>SECTION:</b> SOM Steering Committee on ECOTECH	<b>LOCATION:</b> Morauta Haus, Waigani		

**HISTORY OF POSITION**

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

**2. PURPOSE**

To assist the Senior Research Officer and the Director-SCE to ensure PNG's participation in the APEC's SOM Steering Committee on ECOTECH (SCE) is adequately supported.

**3. DIMENSIONS**

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

- Ensure adequate support through research, briefs and reports to the Director (SCE) on all issues related to PNG's participation in the APEC's SOM Steering Committee on ECOTECH (SCE).
- Ensuring PNG's attainment of APEC Bogor Goals of free and open trade and investment liberalization by 2020 through capacity building initiatives.

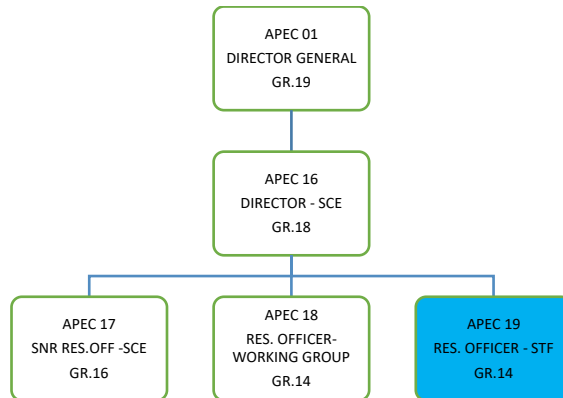
**5. MAJOR DUTIES**

- Assist the Senior Research Officer and Director to Represent PNG, together with stakeholder agencies and departments in all APEC SCE and related sub-fora meetings including but not limited to other APEC Committee meetings as directed by the Director (SCE);
- Assist to coordinate and manage stakeholder agencies' and departments' participation in the APEC SCE's annual meetings and activities through regular sub-committee inter-agency meetings;
- Provide regular briefs, analysis and assessment reports;
- Liaise with stakeholder agencies and departments and sponsoring member economies to draft Concept notes and Project proposals in the SCE fora for the purpose of conduction capacity building workshops and seminars in PNG;
- Liaise with host economies, and the APEC Secretariats to draft Concept Papers in the SCE fora for the purpose of hosting Ministerial meetings in PNG in the lead up to hosting and chairing APEC in 2018;
- Work harmoniously with the Director (SCE) and PNG APEC Secretariat colleagues 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 (SCE).

## 6. NATURE AND SCOPE

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

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

- The position reports to the Director-SCE 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

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 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;

### 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 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.