



PAPUA NEW GUINEA PUBLIC SERVICE

Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

<b>DEPARTMENT:</b> PRIME MINISTER & NEC	<b>SYS. POSN. NO:</b> 57078	<b>POS. NO:</b> CACC 06
<b>DIVISION:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> COORDINATOR - GRADE 15	
<b>OFFICE:</b> CACC	<b>LOCAL DESIGNATION:</b> COORDINATOR – CACC Meetings	
<b>BRANCH:</b>	<b>REPORTING TO:</b> Principal Coordinator – CACC Meetings	<b>SYS. POS. NO:</b> 450023 <b>REF. NO:</b> CACC 04
<b>SECTION:</b>	<b>LOCATION:</b> SIR MANASUPE HAUS	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM; Org. Design	08 <sup>th</sup> April 2016	JD Revised
Org. 1/2011	2 December 2011	

2. PURPOSE

Provide transparent administrative and coordination support to the Director General - CACC and Principal Coordinator CACC Meetings/Decisions/Documentations for constructive and result-based outcome within a given time period.

3. DIMENSIONS

Finance: Nil	Subordinates - Nil	Others - Nil
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4. PRINCIPLE ACCOUNTABILITIES

Reports to the Principal Coordinator CACC Meetings/Decisions/Documentations on issues related to CACC meetings and implementation of Decisions. The main accountabilities are:

- Ensure effective and timely coordination and support to the CACC meetings with heads of Departments, Statutory Authorities, Provincial Administrators and aid donors.
- Ensure timely and effective monitoring and compliance of the implementation of CACC meetings.
- Demonstrate leadership in accountability and transparency execution of responsible duties as leader in delivery of goods and services as in compliance with CACC meetings.

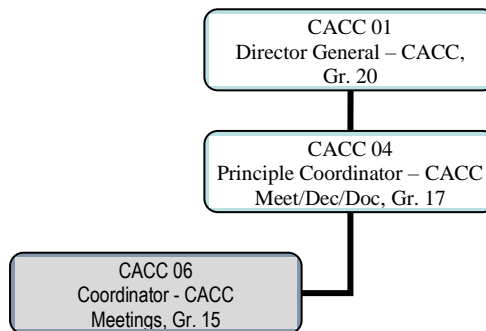
5. MAJOR DUTIES

- 5.1 Provide transparent and accountable coordination with stakeholders and partners in the implementation of CACC meetings.
- 5.2 Monitor and coordinate the CACC Meetings and ensure compliance by implementing agencies.
- 5.3 Provide timely advice and reports to the Director General through Principal Coordinator
- 5.4 Review and provide feedback to all official correspondences and reports between the Director and stakeholders for progressive results in delivery of goods and services and to build staff capacity as in alignment to the developmental objectives for growth, prosperity and change of attitude on public sector reforms
- 5.5 Conduct research and investigations on specific issues as required.

6. NATURE AND SCOPE

This is a line position within the Department and reports directly to the Principal Coordinator – CACC Meetings/ Decisions and Documentation.

## 6.1 WORKING RELATIONSHIP



### (a) Internal

- Reports to Principal Coordinator and Director General on matters and issues relating to CACC Decisions.
- Liaise with counterparts within the department and relevant senior officers on issues for consideration prior to or on CACC Meetings
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

### (b) External

Liaise with all heads of CACC Departments, Government agencies, Donor agencies and appropriate stakeholders on relevant issues.

## 6.2 WORK ENVIRONMENT

The position is located within Sir Manasupe House at Waigani. It plays a strategic specialist role in the Coordination of CACC meetings.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules and Procedures

- Prime Minister and National Executive Council Act
- Public Service (Management) Act 2014
- Public Service General Orders 2014
- Public Finance (Management) Act 2016
- NEC Decisions
- Medium Term Development Plans (MTDP2)
- National Strategic Development Plan 2030
- PNG Vision 2050 Strategic Directives

### Decision

- Agree and support the Director general in setting goals, targets, operational policies and priorities of the Secretariat;
- Identify issues arising from monitoring the implementation of CACC Decisions against plans that may require interventions or improvement;
- Make decision to ensure the prompt resolution of contentious issues; and,
- Assist in preparation of requisitions to commit funds consistent with IFMS and Public Finance (Management) Act.

### Recommendations

- Assist in preparation of the Department Corporate and Management Plans;
- Proposals to improve implementation of CACC Decisions;

## 8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Encourages best work practices in the Department and in the Public Service;
- Work in Team to promote team dynamics and participation.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

Minimum qualification of Bachelor's Degree in Public Administration, Public Policy Management, and Economics.

### (b) Knowledge

- Familiar with National development plans and policies including PNG Vision 2050, Medium Term Development Strategies (MTDS) and National Government priorities.
- Familiar with the National Government legal and administrative structures and processes including CACC and NEC procedures.
- Thorough knowledge of PNG National Constitution including the PMNEC Act, and good understanding of the Public Service Management Act, Public Financial Management Act, Public Employment Act and the Public Service General Orders.
- Functions and roles of the Legislature, Executive and Judiciary of Government.

### (c) Skills

- The Incumbent must be able to demonstrate quality leadership with people management skills and coordinating a multi-task project development and implementation strategies in achieving best results.
- High level Networking and Communication skills and ability to analyse and interpret information.
- Computer literate in relevant Microsoft office applications
- Sound research and analytical skills

### (d) Work Experience

Minimum of three (3) years' work experience in a similar field within the public service or private sector.