



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & National Executive Council	SYS. POSN. NO.: 63519	REF. NO.: CPMU 01
OFFICE: Operations Wing	DESIGNATION/CLASSIFICATION: Director – Grade 18	
DIVISION: Corporate Services	LOCAL DESIGNATION: Director – CPMU	
BRANCH: Corporate Planning & Management Unit	REPORTING TO: Director General – Corporate Services	SYS. POS. NO.: 969 REF. NO.: CS 01
SECTION:	LOCATION: Manasupe Haus, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ORG: 2/2016	08/05/2016	Abolished / Created

2. PURPOSE

Responsible for the strategic planning and implementation of Work Programmes and Reports to the Department and providing advice to the Senior Management Team through Director General – Corporate Services.

3. DIMENSIONS

Financial - Yes	Staff supervised - 3	Others - yes
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4. PRINCIPAL ACCOUNTABILITIES

Responsible in coordination and facilitating management decisions and ensuring that work programmes and plans are completed by Divisional Heads and provide regular report on their progress to the management.

5. MAJOR DUTIES

5.1 Initiate and develop strategic plans for implementation of work plans and provide advice to the Deputy Secretary, Corporate Support Services.

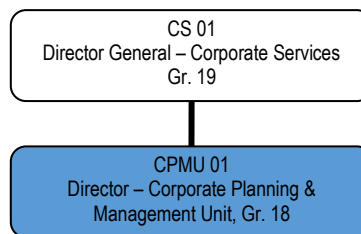
5.2 Oversee the systemic development and implementation of the Corporate Plan.

- 5.3 In consultation with the Senior Management Committee do follow up on the implementation of the management decisions and directives.
- 5.4 Provide corporate strategic advice; oversee the overall development, review and implementation of the Department's Corporate Plan and Management Plan.
- 5.5 Coordinate the preparation of Department's Annual Management Report
- 5.6 To ensure the proper monitoring implementation of the Department Work programmes, coordinate and assist in preparation of divisional annual or bi-annual reports as required by management from time and time.
- 5.7 To oversee the implementation of corporate changes and the management work plan.

6. NATURE AND SCOPE

The position is created under the approved structure of the Department and is within the senior management level of the Department. The position oversees the operations of the Corporate Planning Management Unit and provides reports and advice on all annual work plans and programs to the Director General – Corporate Services, members of the executive and the senior management and officers of the Department.

6.1 WORKING RELATIONSHIPS



(a) Internal

Report to the Director General – Corporate Services and liaise with counterparts and staff members on all corporate planning related matters.

(b) External

Maintain a close working relationship with relevant Government departments, statutory bodies and other government agencies

6.2 WORK ENVIRONMENT

The position is Administrative in nature and is located in Sir Manasupe House, Waigani, however, when required, official visits to government agencies within and outside of National Capital District to undertake clientele services is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures

- Prime Minister and National Executive Council Act
- Public Service (Management) Act 2014
- Public Service General Orders 2014

- Public Finance (Management) Act 2016
- Medium Term Development Plans (MTDP); 2015 - 2017
- National Strategic Development Plan 2030
- PNG Vision 2050 Strategic Directives
- Senior Contract performance metrics as indicated in the Contract document.
- Staff matters such as discipline must be handled with consultation with HRM.
- National IT Policy and framework

Decision

- Set goals, targets service standards and priorities for branch in line with Corporate Plan
- Direct activities and operation of the branch;
- Change procedures and processes of the performance of the branch;
- Make decisions to ensure the prompt resolution of contentious issues.
- Prepare requisitions for the branch's programs/activities.

Recommendations

- Improvement to reporting activities and programs of the branches within the Department.
- Any recommendations made by the position will be in line with relevant legislations and Standard Practices and National Government major policy initiatives;

8. CHALLENGES

Key challenges for the job include: effective implementation of corporate communications on new initiatives and special programs within the Department.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

a) Qualifications

- The incumbent must have a Minimum qualification of Bachelor's Degree in Strategic Management, Business Administration, Public Policy Management, or Social Science from a recognised tertiary institutions.

b) Knowledge

- Sound knowledge of public service process and corporate planning process and models. Through knowledge of monitoring and evaluation aspect of management;
- Knowledge of the linkage between all planning programmes to HRM;
- Knowledgeable in Public Finance (Management) Act;
- Sound knowledge of Whole of Government Systems;
- Sound knowledge of Policy formulation and implementation processes;
- Sound knowledge in Budgetary Preparation Systems;

c) Skills

Focus strategically. Understands the organisation's objectives and links between the business unit, organisation and the whole of government agenda. Considers the ramifications of a wide range of issues, anticipates priorities and develops long-term plans for own work area.

Ensures closure and delivers on intended results. Strives to achieve and encourages others to do the same. Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge their input.

Nurtures internal and external relationships. Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

Demonstrates public service professionalism and probity. Adopts a principled approach and adheres to public service values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums.

Negotiates persuasively. Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders. Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.

d) Experience

A minimum of six (6) years work experience in managerial level with high level of planning is crucial with strong background in planning