



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister & National Executive Council	SYS. POSN. NO.: 459000247	REF. NO.: CPMU 03	
WING Operations	DESIGNATION/CLASSIFICATION: Monitoring & Evaluation Officer – Grade 17		
DIVISION: Corporate Services	LOCAL DESIGNATION: Monitoring & Evaluation Officer		
BRANCH: Corporate Planning & Management Unit	REPORTING TO: Director	SYS. POS. NO.: 63519	REF. NO.: CPMU 01
SECTION:	LOCATION: Sir Manasupe Haus, Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ORG: 2/2016	08/05/2016	Prefix Changed/JD Revised
ORG: 1/2011	02/12/2011	

2. PURPOSE

Responsible for monitoring and evaluating of all work programs and plans of the Department of Prime Minister and National Executive Council and ensure appropriate actions taken and executed in a timely manner.

3. DIMENSIONS

Financial - Nil	Staff supervised - Nil	Others - Nil
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4. PRINCIPAL ACCOUNTABILITIES

Ensure department work plans are monitored and evaluated effectively in a timely manner. The Key result areas are;

- Effective and efficient execution of monitoring and evaluation roles and responsibilities.
- Enhance effective work relations between all business units within the department
- Ensure institutionalization of the Monitoring and Evaluation framework for the department to enhanced timely review and reporting

- Timely preparation of reports to Director Corporate Planning and Management Unit

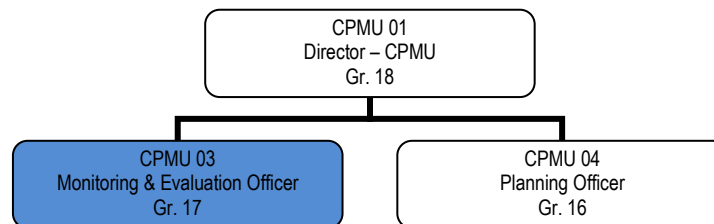
5. MAJOR DUTIES

- 5.1 Provide effective support and guidance to the branch and the department in the preparation of monitoring and evaluation for projects and work plans
- 5.2 Review and or put in place monitoring and evaluation procedures and processes for the department consistency with M&E framework and Corporate Plan of the department.
- 5.3 Produce annual monitoring and evaluation plans in consistent with budget allocation
- 5.4 Monitor implementation of work programs and plans under the Annual Work Plans of the Department
- 5.5 Communicate key results and insights from project evaluations to all business units or relevant stakeholders.
- 5.6 Assist Director on the preparation of the Corporate Planning and Management Unit budget
- 5.7 Provide briefs and reports to the Director - Corporate Planning and Management Unit on a timely manner

6. NATURE AND SCOPE

The position provides advice and support to the Director – Corporate Planning & Management Unit and staff throughout the department on matters related to work programs and plans. The position informs the Director – CPMU on any issues arising and refers matters for resolution.

6.1 WORKING RELATIONSHIPS



(a) Internal

- The incumbent reports to the Director - CPMU on matters concerning the Monitoring and Evaluation roles and responsibilities. Communicate M&E requirements to relevant offices of the Department and ensures prompt attention or action
- Internal work shopping of M&E framework

(b) External

- Liaise with Department of Personnel Management and National Planning and other Government Agencies on M&E related matters.

6.2 WORK ENVIRONMENT

The position is administrative 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
- NEC Decisions
- 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.

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 plans on new initiatives and special programs within the Department.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

a) Qualifications

The incumbent must have a minimum qualification of a Bachelor's Degree in Strategic Management, Public Policy Management or Social Science from a recognized tertiary institution.

b) Knowledge

- The incumbent would be well versed with principles and processes of M&E and the linkage between all business units of the department
- Thorough knowledge and understanding of the Public Service (Management) Act, Public Finance (Management) Act and Financial processes and procedures, Public Service General Orders and other relevant acts.

c) Skills

The incumbent should possess proven leadership and organizational skills in dealing with diverse situations, keen of mind with ability to assess situations and act quickly. The incumbent must be an excellent communicator, lucid and articulate in expression of issues, ideas and situations.

Other necessary skills are:

- M&E, planning and organizing and recommend appropriate measures options.
- Show initiative and drive in developing better ways of doing things to achieve results and objectives and motivating others to achieve results
- Nurture internal and external relationships, building alliance and networking recognizing shared agendas for mutually beneficial outcomes
- Lead by example and demonstrate public service professionalism and probity encouraging adherence to public service values and code of conduct
- Sound negotiator with a strong grasp of key issues anticipating the position of the other party and identifying the common ground to facilitate agreement and acceptance for mutually beneficial solutions
- Proficient computing skills especially in relevant Microsoft office software.

d) Experience

Must have at least five (5) years working experience in Monitoring and Evaluation in the public or private sector.