

DEPARTMENT OF PRIME MINISTER & NEC
HUMAN RESOURCE MANAGEMENT BRANCH

APPROVED JOB DESCRIPTION

DATE: 08/04/2016

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PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Prime Minister and NEC	SYS. POSN. NO: 0045000172	REF. NO: DPC 03
OFFICE: Policy Coordination & Monitoring Wing	DESIGNATION/CLASSIFICATION: Coordinator – Grade 17	
DIVISION: Economic, Infrastructure Sectors & International Relations	LOCAL DESIGNATION: Coordinator – Advisor Compliance	
BRANCH: International Relations	REPORTING TO: Director	SYS. POS. NO: 0045000170 REF. NO: DPC 01
SECTION: Development Partner Compliance Coordination	LOCATION: Waigani, Sir Manasupe House	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org:02/2016	20/09/2016	Created

2 PURPOSE

Responsible for effective coordination and management of Advisor Compliance on the development partner compliance in promoting greater Papua New Guinean sovereignty in the participation and oversight of development partner programs, and on CACC discussions and the recommendation of the CACC development Cooperation Subcommittee.

3 DIMENSIONS

Operates under the International Relations branch, this position is established by Regulation No 8 of 2016 – Public Employment (Engagement of Non-Citizen Technical Advisors) Regulation 2016 to provide oversight on the implementation of NEC Decision No 237/2015 and 385/2015 and 07/2016 relating to the protection of PNG Sovereignty and Advisor Compliance as set out in the 2015 development Cooperation Policy.

4. PRINCIPLE ACCOUNTABILITIES

- Effectively oversee all non-citizen technical advisers in the Public Service employed by accredited Aid Agencies will report and be accountable to their respective Heads of the Departments and Agencies

- Effective Coordination of all Institutional Partnership will or to comply with Public Employment (Engagement of Non-Citizen Technical Advisors) Regulation 2016, and any subsequent Agreements between the Government of Papua New Guinea and a Development Partner.
- Effective coordination of non-citizen technical adviser compliance with Sovereignty Principles set out in the 2015 and 2016 Development Cooperation Policy and any subsequent Agreement between the Government of PNG and a Development Partner.
- Ensure development and management of competency based recruitment process and use this process to recommend for engagement of Non-Citizen technical Advisers into Public Services with Department Partner Co-funding agreements.
- Timely M&E requirements to support the annual audit of non-citizen technical adviser compliance with the Sovereignty Principles set out in the 2015 and 2016 Development Cooperation Policy and any subsequent Agreement between the Government of PNG and Development Partner.
- Timely Annual reports through Director provided to the CACC and NEC on Non-Citizen Technical Adviser compliance with the sovereignty Principles set out in the 2015 and 2016 Development Cooperation Policy and any subsequent Agreement between the Government of PNG and a Development Partner.
- Timely reports on Development Cooperation Subcommittee to CACC Development Partnership Compliance Cooperation on Advisor Compliance and on the work plans and programs.

5. MAJOR DUTIES

5.1 Manage and coordinate all non-citizen technical advisers in the Public Service employed by accredited Aid Agencies will report and be accountable to their respective Heads of the Departments and Agencies

5.2 Maintain close working relationship with PNG Partner Agencies to enable coherence of priorities and activities across the Whole of Government, in particular with the Department comprising the CACC Development Cooperation Subcommittee.

5.3 Coordinate with the Department and Agency Heads of Government and create positions within their Organisational and Management Structure to cater for Technical Advisors.

5.4 Assist the Director in the review and revision of all Treaties, Memorandum of Understandings, or any other agreement determining the governance of Development Partner programs to be in line with the sovereignty principles set out in the 2015 and 2016 Development Cooperation Policy.

5.5 Coordinate all Institutional Partnership to comply with Public Employment (Engagement of Non-Citizen Technical Advisors) Regulation 2016, and any subsequent Agreements between the Government of Papua New Guinea and a Development Partner.

5.6 Provide the Non-Citizen Technical Adviser details to Manager – Data and Administration and their status recorded in a central database to support information flow and enhance planning and decision making.

5.7 Develop and consistently maintain competency based recruitment process and use this process to recommend for engagement of Non-Citizen technical Advisers into Public Services with Department Partner Co-funding agreements.

5.8 Provide timely report on Technical Advisors Compliance to Development Cooperation Subcommittee to Director General International Relations and CACC on the work plans and programs.

5.9 Assist the Director on the development and review of the PDCC Unit work plans and programs.

6. NATURE AND SCOPE

The Coordinator will provide support and oversight on Development Partner Coordination and compliance within Public Service in implementing NEC Decisions regarding the protection of PNG sovereignty in the development and implementation of all Development Partners Programs This position will also ensure Advisor Compliance and the relevant NEC Decisions are implemented in accordance with expectations and within government plans and policies.

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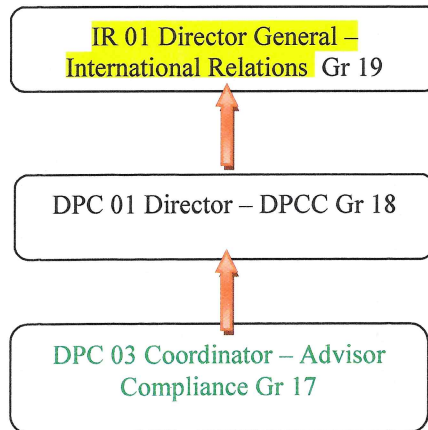
6.1 WORKING RELATIONSHIP

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Internal

The Coordinator – reports to the Director – DPCC and provides timely advice and support the Department on Development Partnership on Adviser Compliance.

External

The Coordinator will lead and liaison with Development Partners, together with representation from other Departments and Agencies as required on all matters relating to Adviser Compliance

6.2 WORK ENVIRONMENT

The position is located within Sir Manasupe House at the Waigani Central Government Offices. It plays a specialist role in coordinating Development Partners and Advisers Compliance with PNG Government and Partner Agencies.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/Procedures

The position is established under CACC Decision and with Public Employment (Engagement of Non-Citizen Technical Advisors) Regulation 2016, and any subsequent Agreements between the Government of Papua New Guinea and a Development Partner.

Decision

Decisions taken by this position shall be to foster the National Executive Council Decisions through the implementation of NEC Decisions where Technical Advisers will be allocated and ensure that their roles and responsibilities and performance is done in line with 2015 and 2016 Development Cooperation Policy, Public Service General Orders, Public Service Management Act, Public Service Finance Management Act and Departmental role in coordinating implementation of NEC decisions and GO 11 on the Employment of Non – Citizen

Recommendations

Any recommendations made by this position should be in line with NEC Decisions, relevant legislations pertinent with coordinating the Development Cooperation Partner Compliance.. Recommendations are forwarded to the office of the Director – DPCC, Director General – IR and to the office of the Deputy Secretary Policy (EI&IR) when it is necessary. The recommendations on the appointment and the performances can also be made to respective departmental and agency heads

8. CHALLENGES

- Implementation of National Executive Council (NEC) Decision on Development Cooperation Partnership activities.

- Monitoring and evaluation of the performances of the Technical Advisors in GoPNG Departments and Agencies within Papua New Guinea Public Services.
- To establish an office within innovative functions designed to enhance Development Partner Cooperation. This will be a change management process impacting on all stakeholders including the GoPNG, that will require a high level of negotiation skills and effective stakeholders relationship.

9. POSITION SPECIFICATION: QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

Qualifications

The incumbent must have possessed a minimum qualification of a University Degree in International Relations, Management, Governance, Psychology or Public Policy Management, Political Science and or other qualifications that may be acceptable to the Secretary Department of Personnel Management.

Knowledge

The Director must have thorough knowledge and good understanding of:-

- Development Partner process, including funding mechanisms, design processes, program and project implementation, reporting and contracting.
- International Treaties, MOU, Conventions and or Agreements.
- PNG's international relations, policies and regulation and current social, economic and political conditions including development agendas.
- Familiar with the whole of government systems and PNG's international relations, protocols and Agreements.
- Working knowledge of PNG National Constitution including PM&NEC Act, Public Service (*Finance Management*) Act, Public Service (*Management*) Act and other relevant legislations necessary to foster the coordination and implementation of NEC decisions in this regard.
- Human Resources Management specifically on the Employment of Non – Citizen.

Skills

The skills necessary for this position is:

- Demonstrate leadership and people management skills in coordinating multi-tactical and operational tasks.
- Lead multi-disciplinary teams, tasks forces and committees and dealing with diverse issues.
- Must have high level of communication, public relations and diplomatic skills.
- Able to communicate effectively at senior government levels both domestically and internationally.
- Articulate concepts, issues and provide timely policy advices.
- Good time management with details to information and data.
- Has the ability to analyze, interpret and understand diplomatic trends or relations.
- Familiar with computer applications.
- Focus strategically
- Ensures closure and delivers on intended results
- Nurtures internal and external relationships.
- Demonstrates public service professionalism and probity.
- Negotiates persuasively.

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Work Experience

Minimum of five (5) years of work experience in a similar role and at the managerial level in the Public Service and or Private Sector preferably in PNG.