



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> Prime Minister and NEC	<b>SYS. POSN. NO:</b> (10 Digit Concept Payroll no.)	<b>REF. NO</b> ES 12
<b>WING:</b> Policy Coordination and Monitoring	<b>DESIGNATION/CLASSIFICATION:</b> Senior Policy Coordination & Monitoring Officer, Grade 16	
<b>DIVISION:</b> Economic & Infrastructure Sectors and International Relations (EIRR)	<b>LOCAL DESIGNATION:</b> Senior Policy Coordination & Monitoring Officer	
<b>BRANCH:</b> Economic Sector	<b>REPORTING TO:</b> Director – Trade & Investment	<b>SYS. POS. NO:</b>  <b>REF. NO:</b> ES 11
<b>SECTION:</b> Trade and Investment	<b>LOCATION:</b> Sir Manasupe House, Waigani	

**HISTORY OF POSITION**

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08/04/2016	Abolished / Created
Org: 01/2012	12/07/2012	Reno/JD Revised

**2. PURPOSE**

To support the Director-Trade and Investment by effectively coordinating and monitoring NEC decisions and policy issues relating Trade and Investment and provide timely briefs.

**3. DIMENSIONS**

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

- Effective administration, coordination and monitoring of major policies relating to Trade and Investment with relevant Sector Departments and Agencies;
- Effective coordination and monitoring of policies in compliance with major Government Initiatives such as MTDP 2015 -2017, NSDP 2030, and PNG Vision 2050;
- Proper analysis of Sector Policy Submissions, Programs and Projects for the purposes of CACC vetting and NEC deliberation; and
- Timely briefs to the Director on all Non-Renewable Resource issues including the matters arising from National and International forums and meetings.

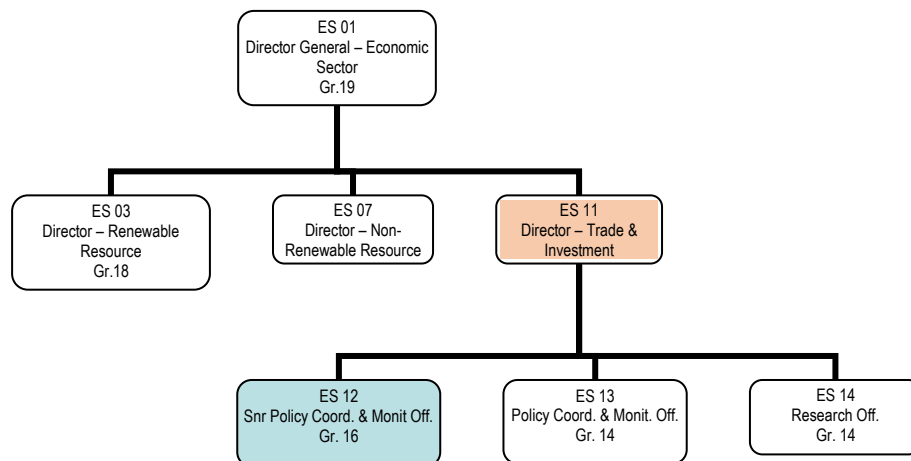
## 5. MAJOR DUTIES

- 5.2 Assist the Director in coordinating and monitoring the implementation of NEC Decisions that fall under the Sector Departments and Agencies and produce briefs on the status of the implementation.
- 5.3 Assist the Director in ensuring that policy formulation at Sector level is consistent with the Government's Development Objectives (MTDP, NSDP 2030 and PNG Vision 2050) and within the policy development process.
- 5.4 Assist the Director to prepare briefs on NEC Proposals and policy submissions from Sector Departments and Agencies for compliance and CACC vetting for National Executive Council deliberation.
- 5.5 Maintain policy dialogue and options on non-renewable resources policy issues by attending relevant forums and meetings.
- 5.6 Assist the Director on the development and implementation of the annual work plan.

## 6. NATURE AND SCOPE

- This is a senior position and reports directly to the Director-Trade and Investment. The position supports the Director in achieving the objectives of the section.

### 6.1 Working Relationship (Draw Structure)



### 6.2 Internal

The Position reports directly to the Director and liaises closely with the Policy Coordination & Monitoring officer and the Research officer to provide support to the Director.

### 6.3 External

- Constant liaison with sector agencies on implementation of NEC Decisions.
- The position also maintains effective dialogue with landowners and other private organizations and major companies involve in the resource development in the country.
- Department of National Planning and Monitoring in partnership to drive the MTDP and NSDP 2030 and other National Government Policy Agendas.
- Department of Treasury and Finance on funding requirements on (PIP) policy implementation and landowner demands.

### 6.4 WORK ENVIRONMENT

- This is a senior position and supports the Director in achieving the Section's objectives.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules/procedures

- Delivery of services must be consistent with Medium Term Development Plan (MTDP) 2015 - 2017, National Strategic Development Plan 2030 (NSDP 2030), PNG Vision 2050 Strategic Directives.
- National Monitoring and Evaluation Framework, Policy Formulation Guidelines and PM&NEC Act.

### Decision

- Decisions made shall be in line with Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act and the Employment Act, Department policies.

### Recommendations

- Improvements to sectoral coordination and monitoring process and procedures;
- Improvement to sector data collection, analysis and reporting;
- Any recommendations made by the position will be in line with relevant legislations and Standard Practices and National Government major policy initiatives;

## 8. CHALLENGES

- Achieving full compliance in implementing the NEC Decisions and government policies by the sector agencies and departments.

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

### Qualifications

The incumbent must have a minimum qualification of a University Degree in Economics, Public Policy Management, Environmental Science or other related discipline.

### Knowledge

- Working knowledge and understanding of PNG Government policy development process;
- Sound knowledge of research methods, data collection and report writing;
- Sound knowledge of policy coordination and monitoring and implementation process of NEC Decisions.
- Clear understanding of roles and functions of the Sector Agencies and Departments;
- Clear understanding of the Government's MTDP2, NSDP 2030 and PNG Vision 2050 Strategic Directives
- Sound understanding of the Non - Renewable Resources laws of Papua New Guinea, Public Service General Orders 2014, Public Service (Management) Act, 2014 and Public Finance (Management) Act.

### Skills

- Be able to deal with diverse issues.
- Must have high level of communication and public relations skills and able to communicate effectively at senior level.
- Articulate concepts, issues and provide policy recommendations and advices.
- Good time management with details to information and data.
- Familiar with computer applications.
- Good analytical skills.

### Work Experience

Minimum of three (3) years relevant work experience in a similar role in the Public Service or Private Sector.