



JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: ES 14
WING: Policy Coordination & Monitoring	DESIGNATION/CLASSIFICATION: Research Officer, Grade 14	
DIVISION: Economic & Infrastructure Sectors and International Relations (EIIR)	LOCAL DESIGNATION: Research Officer	
BRANCH: Economic Sector	REPORTING TO: Director – Trade and Investment	SYS. POS. NO: REF. NO: ES 11
SECTION: Trade and Investment	LOCATION: Sir Manasupe Haus, Waigani	

HISTORY OF POSITION

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

2. PURPOSE

Support the Director by conducting research, collating data and producing reports relating to Trade and Investment resources for planning and decision making.

3. DIMENSIONS

Financial: Nil	Total Staff Supervised: Nil	Other: Nil
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4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Effective design and research on contemporary issues relating to Trade and Investment issues regarding major resources issues of the government;
- 4.2 Effective support to the Director through timely flow of information requirements; and
- 4.3 Completed research reports and briefs on all major resource issues and trends.

5. MAJOR DUTIES

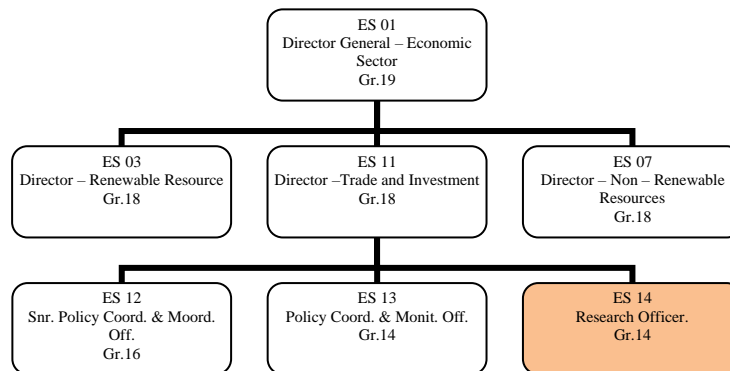
- 5.1 Undertake research and analysis on issues relating to trade and investment regarding major resource development projects, management of land owner interest and environment management, liaise with agencies on sector development policies and program;

- 5.2 Conduct research and provide analysis on Trade and Investment issues on natural resources, land owners interest and environment issues in consultation with relevant organisations;
- 5.3 Provide policy research briefs on issues relating to Trade and Investment on major development resources in line with the governments development objectives; and
- 5.4 Maintain close consultation with resource developers, landowners groups and relevant bodies and provide policy research briefs;
- 5.5 Arrange and coordinate sector Departments and Agencies meetings including setting the agenda for the meetings as directed by the Director.

6. NATURE AND SCOPE

- This is an administrative position and reports to the Director- Trade and Investment and liaises closely with the Senior Monitoring & Evaluation Officer and the Monitoring & Evaluation Officer.

6.1 Working Relationship



6.2 Internal

The Position reports to the Director-Trade and Investment and liaises closely with the Senior Monitoring & Evaluation Officer and the Monitoring & Evaluation Officer. The position also liaises with other branches within Policy Coordination and Monitoring Wing on cross cutting policy research issues.

6.3 External

The position maintains constant communication with sector departments, agencies and relevant private organizations to gather information, collect reports and keep abreast on all issues relating to the Trade and Investment matters that concern the major resources development in PNG.

6.4 WORK ENVIRONMENT

This is a line position to support the Director on research, data gathering, analysis and reporting for decision making purposes.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures

All research and data gathering must be carried out in line with appropriate and accepted research methodologies. Reports and briefs submitted must conform to the set standard Public Service formats.

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 and Department policies and regulations.

Recommendations

- 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

Receiving, collating, analysing and presenting all research data's to the Director in a timely manner.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

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

Knowledge

- Sound quantitative and qualitative research and analytical report writing;
- Knowledgeable about PNG Government Systems and relevant laws and legislations; and
- Sound understanding of national resource development and petroleum issues in Papua New Guinea;

Skills

- Research and analytical skills;
- Effective communication skills both verbally and written;
- Proficient in computer applications particularly in excel and data base applications.
- Good organization and planning skills.

Work Experience

Minimum of three (3) years working experience in a similar position within the Public Service or the private sector.