



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Prime Minister & NEC	SYS. POS. NO: 67113	REF. NO: INV 05	
OFFICE: Operations	DESIGNATION/CLASSIFICATION: Investigator Grade 14		
DIVISION: Corporate Services	LOCAL DESIGNATION: Investigator		
BRANCH: Investigations	REPORTING TO: DIRECTOR	SYS. POS. NO: 67234	REF. NO: INV 01
SECTION:	LOCATION: WAIGANI		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	PREFIX CHANGE/JD REVISED
Org: 01/ 2011	02/12/2011	CREATED

2. PURPOSE

Further follow up and investigate recommendation made by the Public Account Committee (PAC) and report finding to the Committee.

3. DIMENSIONS

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

- Investigate all PAC recommendations and report – back findings within a given – timeframe to the committee (PAC).
- Able to collect, collate and document all reports and recommendations as directed.

5. MAJOR DUTIES

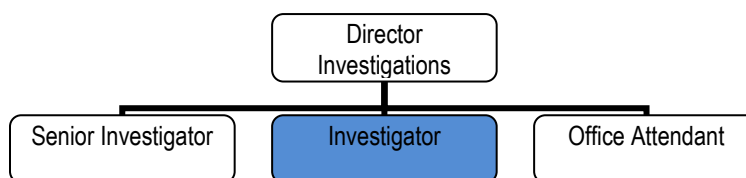
- 5.1 Investigate all recommendations as directed by the Committee (PAC) and to provide a timely feedback on all recommendations.

- 5.2 Collect, collate and document all PAC recommendations and report from time to time for update and prosecution as recommended.
- 5.3 Manage and archive all documents in a systematic filing systems for retrieval and fresh presentation all outstanding cases.
- 5.4 Liaise, with other appropriate government bodies, including Auditor general's office and police to further prosecute cases as directed.
- 5.5 Assist in preparation of branch's annual work plan and budget for future development as in conjunction with the 5 year corporate plan for the department.
- 5.6 Assist with the preparation of briefs, statements, reports and memorandums as and when required.

6. NATURE AND SCOPE

The position provides advice and support to the Senior Investigator in collating data and implementing COI and PAC recommendations. The position informs the Director on any issues arising and refers matters for resolution.

6.1 WORKING RELATIONSHIPS



(a) Internal

- Reports to the Coordinator Implementations and liaise with counterparts.

(b) External

- Liaise with relevant Government departments; including, the office of the Auditor general, Police, department of National Planning & Monitoring and other line – Government Agencies.

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani however, when required, official visits to government agencies within and outside of National Capital District relating to the job 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

- A minimum of Diploma in Public Administration or a Bachelors degree in Public Policy Management from recognized tertiary institutions.

(b) Knowledge: Must have excellent knowledge of the following:-

- Knowledgeable about PNG Government systems, the Public Service machinery.
- Working knowledge of PNG national constitution including the PM & NEC Act, Public Service (Management) Act, Public Finance Management Act.

(c) Skills - Ability to demonstrate the following skills at a high level:-

- Demonstrate leadership in people management skills
- Must have high level of public relations & effective communicate at senior government levels of management.
- Computer literate in relevant Microsoft office applications.

(d) Experience

Minimum of three (3) years' work experience in a similar setting in the Public Service.