



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Prime Minister and NEC	SYS. POSN. NO: (10 Digit Concept Payroll no.)	REF. NO: IR 06
OFFICE:	DESIGNATION/CLASSIFICATION: Policy Coord & Monitoring Officer - Bilateral, Grade 14	
DIVISION: Economic, Infrastructure Sectors & International Relations	LOCAL DESIGNATION: Policy Coordinator & Monitoring Officer - Bilateral	
BRANCH: International Relations	REPORTING TO: Director – Bilateral & Multilateral	SYS. POS. NO: REF. NO: IR 04
SECTION: Bilateral	LOCATION: Waigani, Sir Manasupe House	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM; Org. Design	30 th May 2016	Reno/Revised Job Description

2. PURPOSE

To analyse, evaluate and interpret the research data and provide relevant advice on all bilateral issues arising from Papua New Guinea international relations.

3. DIMENSIONS

Operates under the Industrial Relations Division of the International Relations Unit, this position is established within an approved administrative structure and it functions as a non-contract stand-alone position and focus in providing operational advice on bilateral matters/issues.

4. PRINCIPLE ACCOUNTABILITIES

- Ensure that all policy documents and research reports are analyzed and interpreted comprehensively.
- Providing timely briefs and reports to the Director – Bilateral & Multilateral through Senior Policy Coordinator & Monitoring Officer – Bilateral.

5. MAJOR DUTIES

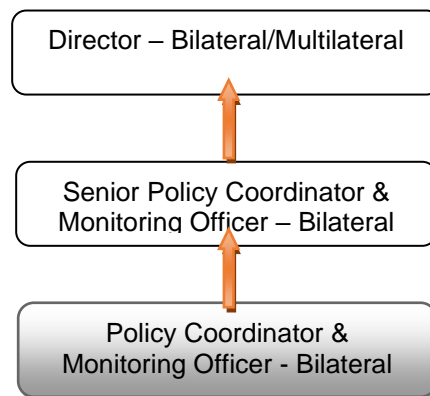
- 5.1 Carry out review and analysis on specific bilateral issues, reports and policy documents.
- 5.2 Provide necessary findings and updates on relevant issues that may have impact on PNG's bilateral agreements, programmes, etc.
- 5.3 Assist the Senior Policy Coordinator & Monitoring Officer – Bilateral to collate Briefs, Statements, Reports and Memorandum for the Director – Bilateral & Multilateral on bilateral matters and issues affecting PNG.

- 5.4 Liaise with the Department if necessary, to ensure specific Bilateral Relations and Agreements are aligned to Pillar 04 – National Security and International Relations.
- 5.5 Searching for and retrieving information from paper-based source, internet and online database on development issues relating to bilateral and multilateral concepts and relations.
- 5.6 Perform other duties as required by the management.

6. NATURE AND SCOPE

The position is within the International Relations Division of the Department and reports to the Director – Bilateral & Multilateral through Senior Policy Coordinator & Monitoring Officer – Bilateral. The position advises on International Relations operational activities, specifically on the bilateral issues and concurrent developments. The position also reports to the Director General – International Relations as and when it is necessary.

6.1 Working Relationship



(a) Internal

- The Policy Coordinator & Monitoring Officer – Bilateral reports to the Senior Policy Coordinator & Monitoring Officer – Bilateral and provides timely reports, briefs and support to the team members and supervisors of the International Relations Unit on bilateral issues. The position requires the incumbent to establish working relationship and dialogue with the counterparts.

(b) External

- On request by the Supervisors to liaise with the Department of Foreign Affairs, Department of Trade & Commerce, Department of National Planning & Monitoring, Donor Funding Agencies including other relevant Government Agencies on the donor funded activities and related member countries. Others including foreign missions based in PNG and overseas.

6.2 Work Environment

The position is located within Sir Manasupe House at the Waigani Central Government Offices. It plays a specialist role in providing analytical, research information and or data relative to bilateral issues.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules and Procedures

The Core business of the Department is Coordination and Monitoring of the Government Policies and Monitoring of the Implementation of NEC Decisions and therefore the position is guided by:

- Prime Minister and National Executive Council Act
- Medium Term Development Plans (MTDP); 2015 - 2017
- National Strategic Development Plan 2030
- PNG Vision 2050 Strategic Directives
- NEC Decisions
- Public Service General Orders 2014
- Public Service (Management) Act 2014
- Public Finance (Management) Act 2016

Decision

- Agree and set goals, targets and priorities of the Branch
- Set Branch operational policies and procedures
- Work study to change branch procedures and processes as required for improved operation
- Identify issues from monitoring of the progress on the implementation policy and NEC Decisions against plans that may require intervention or improvement;
- Make decision to ensure the prompt resolution of contentious issues; and,
- Approve requisitions to commit funds consistent with PFMA and Public Finance (Management) Act.

Recommendations

- New policy and strategic proposals;
- Approval of the Department Corporate and Management Plans;
- Interventions to improve implementation of NEC Decisions and Government Policy coordination and monitoring;
- Improvement to sector coordination and monitoring and changes that would bring about better sector coordination and monitoring of the policies;
- Proposals for new research or enhanced monitoring and evaluation activities;
- Changes to data collections to improve coverage or enable better analysis of trends;
- Improvement to Department coordination.

8. CHALLENGES

- Establish proper database of the National Executive Council (NEC) Decision on the bilateral issues and Donor Funded activities for ease of tracking information on development changes.
- Provide thorough research and analysis of the impacted Donor Funded Activities within Papua New Guinea borders.
- Establish high and professional coordination with bilateral organisations in PNG.
- Research all Aid coordination on all relevant issues and donor funded activities.
- Provide effective coordination to Donors to assess issues at regional levels to harmonize their efforts.

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

(a) Qualifications

The incumbent must have possessed a minimum qualification of a University degree in International Relations, Economics, Political Science or Public Policy Management.

(b) Knowledge

The Policy Coordinator & Monitoring Officer – Bilateral must have good knowledge and understanding of:-

- Government systems and PNG's international relations, protocols and Agreements.
- Fair knowledge of Bilateral concept, projects, PNG Foreign Policy , Donors and issues affecting Papua New Guinea and abroad.
- Fair knowledge on the Government's development strategies including the PNG Vision 2050.

(c) Skills

The skills necessary for this position is:

- Demonstrate sound policy research and analytical skills.
- Must have strong level of communication, public relations and diplomatic skills.
- Able to communicate effectively to all standards of people.
- Ability to articulate concepts, issues and provide critical assessment on all research work.
- Give detail to information and data.
- Familiar with computer applications and usage of Microsoft tools to analyze data.

(d) Work Experience

Minimum of four (4) years of work experience in a similar role within the Public Service and or Private Sector.