



JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: IR 09
OFFICE:	DESIGNATION/CLASSIFICATION: Research Officer, Grade 14	
DIVISION: Economic, Infrastructure Sectors & International Relations	LOCAL DESIGNATION: Research Officer	
BRANCH: International Relations	REPORTING TO: Director	SYS. POS. NO: REF. NO: IR 04
SECTION: Multilateral	LOCATION: Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 01/2011	02/12/2011	Reno/JD Revised
Org: 02/2016	08/04/2016	Abolished / Created

2. PURPOSE

To analyse, evaluate and interpret the research data and provide relevant findings on all multilateral 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 multilateral matters/issues.

4. PRINCIPLE ACCOUNTABILITIES

- Effective design, coordinate and conduct policy-relevant research on Bilateral/Multilateral issues and relationships between the international partners with Papua New Guinea.
- Effective design, coordinate and conduct policy-related research on other aspects of Bilateral/Multilateral, as agreed by the Director – Bilateral/Multilateral, and with a likely focus on exclusion issues.

5. MAJOR DUTIES

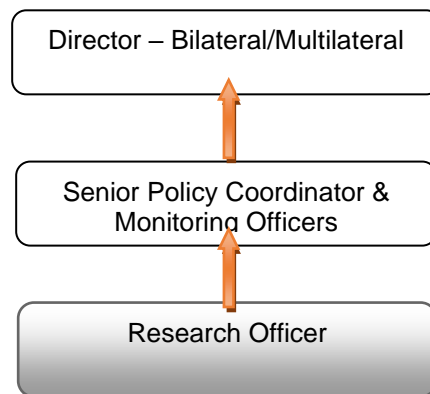
- 5.1 Undertake research and analysis on issues that impact on PNG's relations with bilateral partners and international organizations;
- 5.2 Arrange and coordinate Inter-Department (Agencies) meetings including setting the Agenda for the meetings as directed by the Director General through the Director Bilateral/Multilateral;
- 5.3 Consult and assist PNG Vision 2050 Secretariat on the effective Implementation of the PNG Vision 2050 Pillar # 4 – National Security and International Relations.
- 5.4 Provide reports and briefs to the Director General through the Director Bilateral & Multilateral.
- 5.5 Liaise with key stakeholders, policy customers and external researchers in order to build networks through which to learn new research technics.

- 5.6 Write research reports and make recommendations to influence the policy and practice of Bilateral/Multilateral concept and of others with an influence on the prospects for improving coordination, implementation and fair distribution of Donor Funded Programme activities.
- 5.7 Searching for and retrieving information from paper-based source, internet and online database on development issues relating to bilateral and multilateral concepts and relations.

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 Officers. The position reports on operational activities, specifically on the bilateral/multilateral issues and concurrent developments. The position may report to the Director General – International Relations as and when it is necessary.

6.1 Working Relationship



(a) Internal

The Research Officer reports to Director Bilateral/Multilateral through Senior Policy Coordinator & Monitoring Officers and provides researched data reports, information and support to the team members and supervisors on bilateral/multilateral issues. The position requires the incumbent to establish working relationship and dialogue with the counterparts.

(b) External

On request by the supervisors, this position liaises with Department of Foreign Affairs & Trade, relevant Government Department and Agencies, PNG Overseas Missions, Foreign Resident Missions and International Organization such as UN for information and data gatherings.

6.2 WORK ENVIRONMENT

The position is an 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 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

Key challenges for the job include:

- Ensure high level of coordinating research and analytical policy documents
- High level of communication with the stakeholders in providing administrative support and promoting service that enhances image of the department and public service as a whole.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Minimum of Bachelor's Degree in International Relations, Political Science, Economics or Public Policy Management.

(b) Knowledge

- Qualitative and quantitative methods of research and analytical report writing;
- Knowledgeable about PNG Government Systems and relevant laws and legislations;
- Fair knowledge of PNG Foreign Policy and International Policies on bilateral and multilateral concepts.
- Government development issues and agendas.

(c) Skills

- Good analytical skills;
- Effective communication skills both verbally and written;
- Proficient in computer applications and electronic media; and
- High level of organization and planning skills.
- Presentation skills.

(d) Work Experience

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