

**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 IS 04
OFFICE:	DESIGNATION/CLASSIFICATION: Director – Transportation, Grade 18	
DIVISION: Policy Coordination & Monitoring	LOCAL DESIGNATION: Director – Transportation	
BRANCH: Economic, Infrastructure & IR	REPORTING TO: Director General – Infrastructure Sector	SYS. POS. NO: IS 01
SECTION: Infrastructure	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 lead a team of professionals by providing effective coordination, management and policy advice on effective management of sector in terms of providing policy advice on transport and infrastructures.

3. DIMENSIONS

Financial: Responsible for K500, 000 budget allocation.	Total Staff Supervised: 4 Direct: 4 Indirect: 0	Other: Office equipment, stationeries.
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4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Provide effective leadership to achieve the strategic objectives of the Division on policy development and implementation on projects relating to Transportation Sector.
- 4.2 Ensure timely and sound advice on transportation counterparts and maintain and promote sound relationship with external agencies involved with the transport sector.
- 4.3 Improve staff capability and performance within the Infrastructure Branch by ensuring respective Key Result Areas are achieved in line with the annual budgeted work plan.
- 4.4 Assist the Director General with the planning of Annual Work Plan and Appropriation Budget for the Division and ensure allocation of funds for respective annual work plan activities are properly executed.

5. MAJOR DUTIES

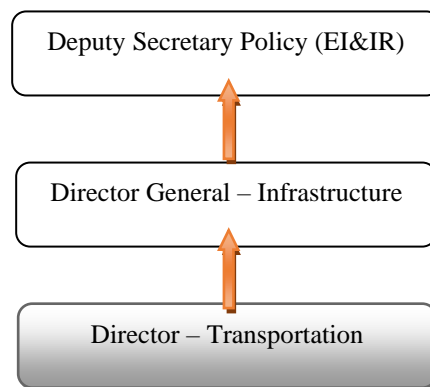
- 5.1 Provide leadership, direction, manage and control concurrent work plan activities, and resources to achieve the Division's objectives.
- 5.2 Provide timely policy advice in the form of reports and briefs on effective management, coordination and consultation on issues that may impact on transportation and infrastructure sectors.
- 5.3 Monitor and assess staffs performance and development against respective Key Performance Indicators.

- 5.4 Lead a team of professionals to monitor and report on major issues affecting the delivery of government goods and services.
- 5.5 Oversee the process of policy formulation to ensure consistency with the Government's development objectives, including the vetting of all policy/NEC Proposals and submissions.
- 5.6 Ensure timely advice and reports is provided to Director General – Industrial Relations and Top Management where it is required.
- 5.7 Maintain policy dialogue on national development issues by attending relevant forums and meetings.

6. NATURE AND SCOPE

The position is within the senior management level of the Department and reports directly to the Director General – Infrastructure Sector. The position advises on all matters relating to its functional activities and achievements. The position also reports to the Deputy Secretary Policy (EI&IR) through Director General – Infrastructure Sector as and when it is necessary.

6.1 Working Relationship



(a) Internal

The Director – Transportation reports to the Director General – Infrastructure and provides timely advice and support to the senior management team of the Department. The Director liaises with the office of Director General – Infrastructure on policy development and implementation on projects relating to Transport and Infrastructure and maintains harmonized working relationship with work colleagues.

(b) External

The Director's work requirements also require effective dialogue and routine communication with Department of National Planning, Treasury & Planning, Maritime, Department of Transport and other transport sector statutory organisations in the Civil Aviation, Maritime, Land Transport Works, Central Agencies, Provincial, District Administrators and the Private Sector.

6.2 WORK ENVIRONMENT

The position is located within Sir Manasupe House at the Waigani Central Government Offices. It plays a strategically specialized role in advocating effective coordination and monitoring of developmental issues affecting the sector and coordination with stakeholders in the government agencies and private sector.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/Procedures

The position is established under the Corporate Plan of the Department to provide Strategic and tactical support in the fulfilment of its functional objectives. It must comply with the Public Service General Order, Public Service (Management) Act, regulations relating to Transport and Civil Aviation Acts, Public Finance Management Act and other relevant regulations and Acts.

Decision

Decisions taken by this position shall be to foster the Departmental role in coordinating implementation of NEC decisions on this regard. This position makes decisions on the operations of the Transport Unit.

Recommendations

Any recommendations made by this position should be in line with NEC Decisions, relevant legislations pertinent with coordinating implementation of Transport development issues and Department internal policies. Recommendations are forwarded to the office of the Director General – Infrastructure and to the office of the Deputy Secretary Policy (EI&IR) when it is necessary.

8. CHALLENGES

- Implementation of all the National Executive Council (NEC) Decision on the Transportation issues within Papua New Guinea.
- Monitoring and evaluation of impacted transportation projects in Papua New Guinea borders.
- Establishment of highly and professional coordination with relevant stakeholders.

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

Qualifications

The incumbent must have possessed a minimum qualification of a University degree in Economics or Civil Engineering and or other qualifications that may be acceptable to Chief Secretary to Government.

Knowledge

The Director Transportation must have thorough knowledge and good understanding of:-

- PNG's policies and regulation and current social, economic and political conditions including development agendas on transportation sector.
- Familiar with the whole of government systems in regard to policy processes.
- Working knowledge of PNG National Constitution including PM&NEC Act, Public Service (Finance Management) Act, Public Service (Management) Act and other relevant legislations necessary to foster the coordination and implementation of NEC decisions in this regard.
- Sound understanding of the geography of Papua New Guinea.

Skills

The skills necessary for this position is:

- Demonstrate leadership and people management skills in coordinating multi-tactical and operational tasks.
- Lead multi-disciplinary teams, tasks forces and committees and dealing with diverse issues.
- Must have high level of communication, public relations and diplomatic skills.
- Able to communicate effectively at senior levels of the government.
- Ability to lead a highly skilled and knowledgeable workforce within the branch and manage concurrent activities and attend to staffs professional needs.
- Articulate concepts, issues and provide timely policy advices.
- Good time management with details to information and data.
- Has the ability analyze, interpret and understand diplomatic trends or relations.
- Familiar with computer applications.

Focus strategically

The incumbent should understands the Department's objectives and links between respective business unit work plans, organisation and the whole of government agenda. Considers the ramifications of a wide range of issues, anticipates priorities and develops long-term plans for the Unit in consultation with Director General – Infrastructure and Deputy Secretary (EI&IR) whenever it is necessary.

Ensures closure and delivers on intended results

Strives to achieve favorable outcomes and encourages others to do the same. Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge their input and further improve on the outcomes.

Nurtures internal and external relationships.

Builds and sustains relationships with a network of key people internally and externally. Recognizes shared agendas and work towards mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

Demonstrates public service professionalism and probity.

Adopts a principled approach and adheres to public service values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the Department in public, internal and external forums.

Negotiates persuasively.

Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders. Encourages debate and identifies common grounds to facilitate agreement and acceptance of mutually beneficial solutions.

Work Experience

Minimum of six (6) years of work experience in a similar role and at the managerial level in the Public Service and or Private Sector and has served two contracted terms.