

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> Department of Prime Minister and NEC	<b>SYS. POSN. NO:</b> (10 Digit Concept Payroll no.)	<b>REF. NO</b> IS 05
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> Senior Policy & Monitoring Officer, Grade 16	
<b>DIVISION:</b> Policy Coordination & Monitoring	<b>LOCAL DESIGNATION:</b> Senior Policy & Monitoring Officer	
<b>BRANCH:</b> Infrastructure Sector	<b>REPORTING TO:</b> Director – Transportation	<b>SYS. POS. NO:</b> <b>REF. NO:</b> IS 04
<b>SECTION:</b> Transportation	<b>LOCATION:</b> Waigani, Sir Manasupe House	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
HRM; Organization Design	30 <sup>th</sup> May 2016	Abolished/Created/Revised JD

**2. PURPOSE**

To provide effective coordination, research and analysis on effective policy developments and implementation for the transport sector.

**3. DIMENSIONS**

Operates under the Transportation Section of the Infrastructure Branch, this position is established within an approved administrative structure. Provide sound advice on all land and maritime transport issues.

**4. PRINCIPLE ACCOUNTABILITIES**

- 4.1 Provide effective coordination to achieve the strategic objectives of the Infrastructure Branch on policy development and implementation on projects/issues relating to land and maritime transport development.
- 4.2 Ensure sound policy recommendations on land and maritime transport with the counterparts and consistent and promote sound relationship with them.
- 4.3 Improve performance by ensuring its Key Result Areas (KRA) are satisfied with the annual budgeted work plan.
- 4.4 Assist Director – Transportation with the planning of Annual Work Plan and Appropriation Budget for the Unit and ensure work plan activities are executed.

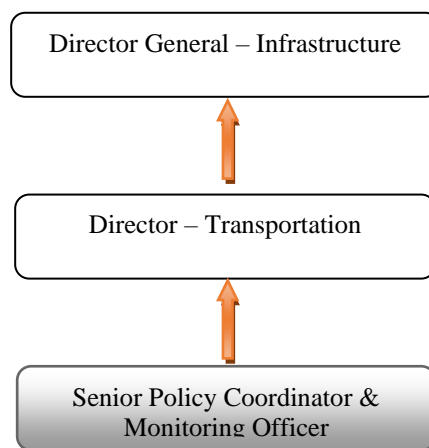
## 5. MAJOR DUTIES

- 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 Write research papers and coordinate the process of policy formulation to ensure consistency with the Government's development objectives and all related policy/NEC Proposals and submissions.
- 5.5 Ensure timely advice and reports is provided to Director General – Industrial Relations and Top Management where it is required.
- 5.6 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 Transportation Sector. The position advises on all matters relating to its functional activities and achievements. The position also reports to the Director General – Infrastructure through the Director - Transportation as and when it is necessary.

### 6.1 Working Relationship



#### (a) Internal

The Senior Policy Coordinator & Monitoring Officer reports to the Director – Transportation and provides effective coordination and support to the senior management team of the Department. The Senior Policy Coordinator & Monitoring Officer liaises with the office of Director – Transportation on policy development and implementation of projects relating to Transport and maintain harmonized working relationship with work colleagues.

### **(b) External**

The Senior Policy Coordinator & Monitoring Officer work requirements also require effective dialogue and routine communication with Department of National Planning, Treasury & Planning, Department of Transport, National Maritime Safety Authority, 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 tactically specialized role in advocating effective coordination and assessing of developmental issues affecting the sector and further discussion 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 tactical and operational 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**

This position does not make any decision to determine the course of actions, but the position assists with the recommendation of decisions to the Director - Transportation.

### **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 – Transportation and to the office of the Director General - Infrastructure when it is necessary.

## **8. CHALLENGES**

- Effective coordination of National Executive Council (NEC) decisions on the Transportation issues within Papua New Guinea.
- Monitoring and evaluation of impacted transportation projects in Papua New Guinea boarders.
- Establishment of an effective and professional coordination and monitoring 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.

## Knowledge

The Senior Policy – Coordination and Monitoring Officer must have a thorough knowledge and good understanding and grasp 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 relating to Transportation.
- 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 within the transport sector in this regard.
- Sound understanding of the geographic locality and the transport systems in Papua New Guinea.
- Sound understanding of qualitative and quantitative methods of analyzing data associated with the transport sector.

## Skills

The skills necessary for this position is:

- Demonstrate high skills in coordinating multi-tactical and operational tasks.
- Be able to deal with diverse issues covering cross cutting sectors overlapping the transport sector.
- Must have high level of communication, public relations and diplomatic skills.
- Able to communicate effectively at senior levels of the government personnel.
- Ability to articulate and manage concurrent activities.
- Articulate concepts, issues and provide policy recommendations and advices.
- Good time management with details to information and data.
- Familiar with basic computer applications.
- Good qualitative and quantitative analytical skills.

## Work Experience

Minimum of three (3) years of work experience in a similar role in the Public Service and or Private Sector.