

**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 07
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> Policy Coordinator & Monitoring Officer, Grade 14	
<b>DIVISION:</b> Policy Coordination & Monitoring	<b>LOCAL DESIGNATION:</b> Policy Coordinator & Monitoring Officer	
<b>BRANCH:</b> Economic, Infrastructure & IR	<b>REPORTING TO:</b> Director – Transportation	<b>SYS. POS. NO:</b>  <b>REF. NO:</b> IS 04
<b>SECTION:</b> Infrastructure	<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	Reno/Revised Job Description

**2. PURPOSE**

To provide coordination, research and monitoring of policy developments of the transport industries to the office of the Director – Transportation on issues affecting the sector.

**3. DIMENSIONS**

Operates under the Transportation Section of the Infrastructure Branch, this position is established within the approved administrative structure and it is responsible to coordinate and provide relative information, research findings and analysis of policy developments relating to transportation sector.

**4. PRINCIPLE ACCOUNTABILITIES**

- 4.1 Effective coordination and monitoring of policy development in the transportation sector.
- 4.2 Ensure all researched data from the counterparts are relevant 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 Senior Policy Coordinator and Monitoring Officers of the Unit with the planning of Individual Work Plans and ensure work plan activities are executed.

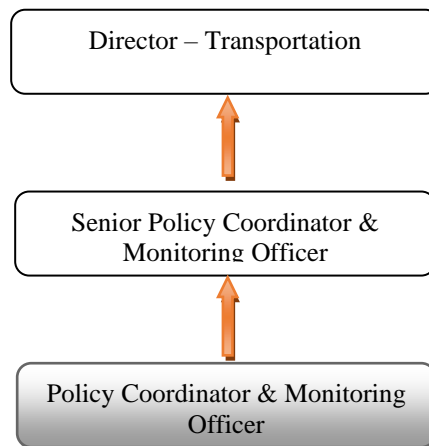
## 5. MAJOR DUTIES

- 5.1 Provide progressive reports on concurrent work plan activities and resources to achieve the Division's objectives.
- 5.2 Conduct policy research and provide recommendations in the form of reports and briefs on contemporary issues that may imminent impact on the transportation industry.
- 5.3 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 on the matter are adhered.
- 5.4 Maintain consistent dialogue with the other related stakeholders on the development issues.

## 6. NATURE AND SCOPE

The position is within the senior management level of the Department and reports directly to the Director Transportation through the Senior Policy Coordinator & Monitoring Officers. The position reports on its functional activities and achievements. The position also reports to the Director General – Infrastructure through Director Transportation Sector as and when it is necessary.

### 6.1 Working Relationship



#### (a) Internal

The Policy Coordinator & Monitoring Officer reports to the Director – Transportation and provides effective coordination and support to the team. The Policy Coordinator & Monitoring Officer liaises with the office of Director – Transportation on recurrent policy developments and specific projects and maintains harmonized working relationship with work colleagues.

#### (b) External

Under directive, the Policy Coordinator & Monitoring Officer is tasked to maintain effective dialogue and routine communication with Department of National Planning, Treasury & Planning, Department of Transport and Civil Aviation, Works, Central Agencies, Provincial, District Administrators and the Private Sector.

## 6.4 WORK ENVIRONMENT

The position is located within Sir Manasupe House at the Waigani Central Government Offices. It plays an operationally specialized role in advocating effective coordination and assessment of policy developments affecting the transportation sector and further consultation with the stakeholders.

## 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.

### Recommendations

Any recommendations made by this position should be in line with NEC Decisions, relevant legislations of the Civil Aviation Act 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

- Determine a proper database of related National Executive Council (NEC) Decision on the transportation sector within Papua New Guinea.
- Monitoring and evaluate impacted civil aviation projects in Papua New Guinea.
- 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 Public Policy Management and or other qualifications that may be acceptable to Chief Secretary to Government.

### Knowledge

The Policy Coordinator & Monitoring must have thorough knowledge and good understanding of:-

- PNG's Policies, Acts, Regulation and current social, economic and political conditions including development agendas on transportation sector.
- 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 of NEC decisions in this regard.
- Sound understanding of qualitative and quantitative methods of analyzing data.

## Skills

The skills necessary for this position is:

- Demonstrate high skills in operational tasks.
- Be able to deal with diverse issues.
- 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 understand concurrent activities.
- Articulate concepts, issues and provide policy recommendations and advices.
- Good time management with details to information and data.
- Familiar with 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.