



JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: IS 12
OFFICE:	DESIGNATION/CLASSIFICATION: Research Officer, Grade 14	
DIVISION: Policy Coordination & Monitoring	LOCAL DESIGNATION: Research Officer	
BRANCH: Infrastructure Sector	REPORTING TO: Director - Works SNR Pol Coordinator & Mont Off	SYS. POS. NO: REF. NO: IS 09 IS 10
SECTION: Works	LOCATION: Waigani	

HISTORY OF POSITION

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

2. PURPOSE

To provide comprehensive research and administrative support as required on all aspects relating to Works sector and ensure the findings are reported accordingly.

3. DIMENSIONS

Operates under the Works Section within the Infrastructure Sector Branch, this position is established within an approved administrative structure and it functions as a non-contract position and focus in providing research and policy analysis on Works sector issues.

4. PRINCIPLE ACCOUNTABILITIES

- Effective design, coordinate and conduct policy-relevant research on transportation sector issues and maintaining relationship with the stakeholders.
- Effective and timely provision of research findings consistent on contemporary trend of developments in the sector to the senior officers of the Works Section.

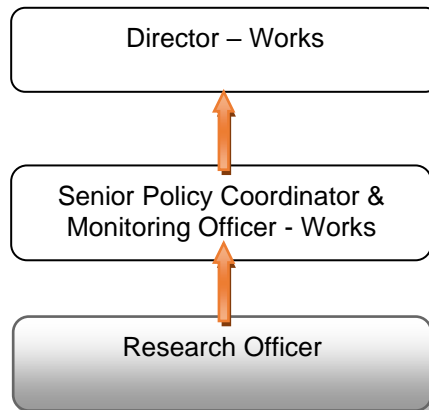
5. MAJOR DUTIES

- 5.1 Undertake research and analysis on development issues relating to Works in the country;
- 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;
- 5.3 Liaise with key stakeholders, policy customers and external researchers in order to build networks through which to learn new research technics.
- 5.4 Write research findings and reports and make recommendations to support the policy of the government relating to the relevant sectors.
- 5.5 Searching for and retrieving information from paper-based source, internet and online database on development issues relating to Works that will impinge on the concepts and relations.

6. NATURE AND SCOPE

The position is within Works Section of the Infrastructure Sector branch of the Department and reports to the Director – Works through the Senior Policy Coordinator & Monitoring Officer - Works. The position reports on operational activities, specifically on administrative matters of the office, issues and concurrent developments from the sector. The position may report to the Director General – Infrastructure Sector as and when it is necessary.

6.1 WORKING RELATIONSHIP



(a) Internal

The Research Officer reports to Director - Works through the Senior Policy Coordinator & Monitoring Officer - Works and provides researched data reports, information and support to the team members and supervisors on issues relating to Works. 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 Transport and relevant Government Departments for information and consultations.

6.2 WORK ENVIRONMENT

The position is 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/procedures –

- Job operates within the precincts of the Public Service General Order, Business Processes, Public Finance (Management) Act, DPM Circular Instructions;
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions.
- Maintain high level of confidentiality of information.
- Maintain high level of work ethics and professionalism.

Decision

This position does not make decisions but only take directives from the senior officers of the Works Section.

Recommendations

This position only provides research finding to the office of the Director - Works through the Senior Policy Coordinator and Monitoring Officer.

8. CHALLENGES

Key challenges for the job include:

- Ensuring effective organization of work in providing administrative support and promoting service that enhances image of the department and public service as a whole.
- 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 Social Science, Economics, Public Policy Management or other development studies.

(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 Works Policy.
- Government development issues and agendas.

(c) Skills

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

(d) Work Experience

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