



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Prime Minister & NEC	SYS. POSN. NO: 0000450035	REF. NO: LO 04	
WING Policy Coordination & Monitoring (2)	DESIGNATION/CLASSIFICATION: Director, Grade 18		
DIVISION: Law & Order, Social & Admin Sector, Provincial & District Services	LOCAL DESIGNATION: Director – Justice, Police, Defense & CIS		
BRANCH: Law & Order	REPORTING TO: Director General – Law & Order	SYS. POS. NO: 0045000106	REF. NO: LO 01
SECTION:	LOCATION: WAIGANI		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org 2/2016	8 th April, 2016	Abolished/Created

2. PURPOSE

Provide timely advice and strategic support to the Director General in all matters relating to coordination of policy development, implementation and reporting in the following areas:

- (i) Justice, Police, Defence, CIS NIO; and
- (ii) Other Constitutional and Legal rhetoric

3. DIMENSIONS

<i>Finance: Yes</i>	<i>Staff: 6</i>	<i>Others: Yes</i>
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Development is inextricably linked to security hence Law & Order and Justice Sector. Internal and external security, including law & order problems threatens and undermines development initiatives. Policy decisions and intervention programs within the sector are designed and implemented with the inextricable relationship in mind. Staffing capacity of 6 officers the Director has the resources and tools coordinate policy implementation and monitor with regulars reports to the Director General (LO).

4. PRINCIPLE ACCOUNTABILITIES

The incumbent ensures that the Deputy Secretary Policy LOSA & PDS receives divisional reports, development policy initiatives, impact projects implementation reports on specific interventions and NEC decisions through the Director General Administrative Sector, Provincial and District Services (A PDS) on a timely manner

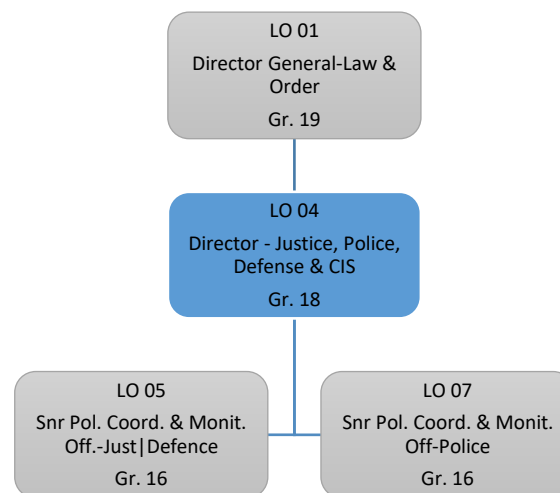
5. MAJOR DUTIES

- Coordinate and provide advice the Deputy Secretary Policy (2) on matters relating to NEC Decisions, impact projects and policies through the Director General (Administrative Sector, Provinces and District Services) in close consultations with the all Discipline forces (Police, Defence & CIS), including the Courts and Attorney.
- Provide consolidated implementation plan, the annual budget and coordination reports to the Chief Secretary through the Deputy Secretary – Policy (2) and Director General (Administration, Provinces and District Services).
- Oversight and guide sector departments and agency on policy development including strategic plans to be aligned and synchronizes with the National Strategic Plan (PNGV2050) and Medium Term Development Plan (MTDP) 2030 and the Sustainable Development Goals indicators 2030.
- Monitor and report on issues affecting the delivery of government goods and services at all levels of governance,
- Maintain policy dialogue on national development issues, by attending relevant sector forums and meetings, visits to provinces
- Maintain dialogue through membership on sector coordination and working committees
- Prepare briefs and correspondences for the Chief Secretary, Prime Minister, for Cabinet meetings and Parliament as and when required
- Direct and supervise subordinates through the Senior Policy Coordinator in the discharging of their respective responsibilities.

6. NATURE AND SCOPE

The job entails coordination, monitoring and advising on Law & Order, primarily on development policies, programs/projects and funding appropriation for the three (3) disciplinary forces and the judiciary. The incumbent advice, guide and monitors funding on development initiatives and reports to authorities on regular bases. The incumbent must effectively communication between all players (sectors) and government through the Chief Secretary.

6.1 WORKING RELATIONSHIP



(a) Internal

Work closely with Director, Director General and the Deputy Secretary Policy (Law & Order, Social, Administration & Province and District Services), Director General, Office of Security Coordination.

(b) External

Work closely with Police, CIS, PNGDF, NIO, the National Coordination Mechanism of the Law & Justice Sector, its sub-committees, development partners and others who have an interest in the sector

6.2 WORK ENVIRONMENT

This is a senior management position within the department which requires managerial, organizational, and analytical monitoring and evaluations, and coordination skills at of the higher level.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The Public Service Management Act, General Orders and the Prime Minister and National Executive Council Act define functions and operational parameters. Key deliverables expected of the position are expressed in the Departments Corporate Plan. Vision 2050, National Security Policy Advice and MTDP provide the framework for policy development advice and guidance.

8. CHALLENGES

The law & Order, Justice Sector issues cut across all sectors. Socioeconomic development is contingent on among other critical elements, stable security environment. National Security Policy provides the framework and it is incumbent on all Director General to coordinate support to translate the policy into strategic implementable plans. It is a challenge to support the sector pull together in terms of policy planning, establishing sector priorities and implementation against scarcity of resource and reporting.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

The incumbent must have a minimum qualification of a University degree in Public Policy/Admin/Politics, and/or Social Science or equivalent; A Master's degree is an advantage.

(b) Knowledge

- (i) Knowledge of the PSMA, GO, PM/NEC Act, sound knowledge of law & order, justice sector.
- (ii) Knowledgeable on government policies, procedures and process.

(c) Skills

- Computing
- Analytical,
- Monitoring & Evaluations
- Organizational
- Managerial, supervisory

(d) Work Experience

Not less than 10 years of experience and possess strong policy development, strategic planning, development planning, monitoring and evaluation experience is a requirement.