



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Prime Minister & NEC	SYS. POSN. NO: 0459000079	REF. NO: LO 06	
OFFICE: Policy Coordination & Monitoring (2)	DESIGNATION/CLASSIFICATION: Policy Coordination & Monitoring Officer (Just & Defence) Gr. 14		
DIVISION: Law & Order, Social & Admin. Sector, Provincial & District Services	LOCAL DESIGNATION: Policy Coordination & Monitoring Officer		
BRANCH: Law & Order	REPORTING TO: Director, Just. Pol., Def. & CIS	SYS. POS. NO: 0000450035	REF. NO: LO 04
SECTION: Just, Police, Defence & CIS	LOCATION: Sir. Manasupe House		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org. 2/2016	08 th April 2016	Abolished/ Created

2. PURPOSE

To analyze and interpret policy research reports with related data and provide support to Senior Policy Coordination and Monitoring officer in coordinating and monitoring specific policies and programs regarding Justice and Defence.

3. DIMENSIONS

Nil

4. PRINCIPLE ACCOUNTABILITIES

- Ensure that all policy documents and research reports related to Justice Defence are thoroughly analysed and interpreted comprehensively.
- Demonstrate capability in providing timely executive briefs, memorandums and reports to the Senior Policy Coordination and Monitoring officer of the branch/section.

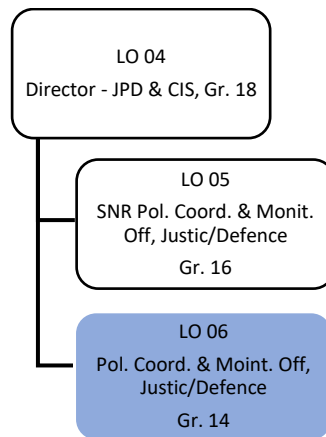
5. MAJOR DUTIES

- Carry out comprehensive review and analysis of Law and Order policies and development initiatives, prepare reports and policy documents.
- Provide necessary findings and updates to the Senior Policy Coordination and Monitoring Officer – Justice and Defence
- Assist the Senior Policy Coordination and Monitoring officer prepare briefs, statement, reports and memorandums for the Chief Secretary, Deputy Secretary and Director General.

6. NATURE AND SCOPE

This is a line position within the department, reports to the Director and Senior Policy Coordination and Monitoring Officer, Justice and Defence matters relating to coordination and monitoring of policies and programs pertaining Justice and Defence.

6.1 WORKING RELATIONSHIP



(a) Internal

Reports to the Senior Policy Coordination & Monitoring officer and consult with counter parts on co-ordination and monitoring of policies and programs related to Justice and Defence

(b) External

Work closely with Justice, Defence Force, Department of Defence and Law & Justice Sector National Coordination Mechanism, its Sub-Committees, Development Partners and others who have an interest in the sector.

6.2 WORK ENVIRONMENT

The Position is located within Sir Manasupe House at the Waigani Central Government Offices. It plays a technical role in supporting Senior Coordination and monitoring officer on policies relating to Justice and Defence.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/ procedures

The position is guided by the Public Service General Orders, Public Service Management Act, Public Service Finance Management Act Employment Act, and the PMN&NEC Act.

Decisions

Decisions taken by the position shall be in line with Public Service General Orders, Public Service Management Act, Public Service Finance Management Act, the Employment Act and the Department policies.

Recommendations

Any recommendations made by the position will be in line with relevant legislations, sector policies and Department Policies.

8. CHALLENGES

Maintain good working relationship and proper work ethics in compliance to existing laws and regulations governing public services.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

A minimum qualification of bachelor's degree in Public Policy Management, Political Science, Social Science, Public Administration and / or other related qualifications that may be acceptable to the Chief Secretary to Government.

(b) Knowledge

- Knowledgeable with Government Policies, procedures, systems and process.
- Sound understanding of relevant government laws and legislative including PM&NEC Act.

(c) Skills

- Strong Coordination & Monitoring capability;
- Supervisory role and organizational skills;
- Familiar with relevant computer applications and software;
- Sound communication skills
- Research and analytical skills

(d) Work Experience

A minimum of three (3) years' work experience in strategic policy development, coordination, monitoring and program planning or similar position within the public service.