



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Department of Prime Minister & NEC	<b>SYS. POSN. NO:</b> 045000179	<b>REF. NO:</b> LO 09	
<b>WING</b> Policy Coordination & Monitoring (2)	<b>DESIGNATION/CLASSIFICATION:</b> Policy Coordination & Monitoring Officer (CIS) Gr. 14		
<b>DIVISION:</b> Law & Order, Social & Admin. Sector, Provincial & District Services	<b>LOCAL DESIGNATION:</b> Policy Coordination & Monitoring Officer		
<b>BRANCH:</b> Law & Order	<b>REPORTING TO:</b> Director, Just, Pol., Def. & CIS	<b>SYS. POS. NO:</b> 0000450035	<b>REF. NO:</b> LO 04
<b>SECTION:</b> Just, Police, Defence & CIS	<b>LOCATION:</b> Sir. Manasupe House		

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org. 2/2016	08 <sup>th</sup> 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 Correctional Institute Services (CIS)

#### 3. DIMENSIONS

Nil

#### 4. PRINCIPLE ACCOUNTABILITIES

- Ensure that all policy documents and research reports related to CIS 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.

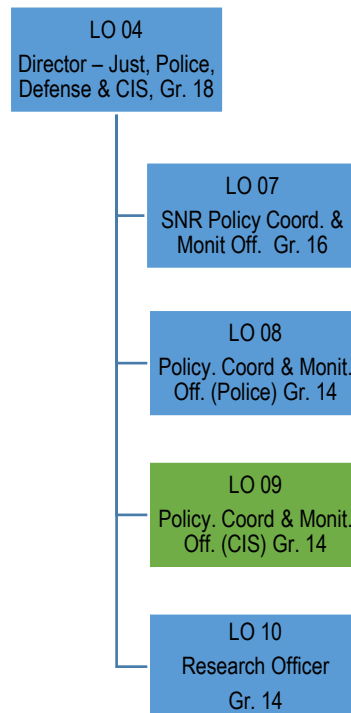
#### 5. MAJOR DUTIES

- Carry out comprehensive review and analysis of CIS policies and development initiatives, prepare reports and policy documents.
- Provide necessary findings and updates to the Senior Policy Coordination and Monitoring Officer – CIS
- 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, CIS on matters relating to coordination and monitoring of policies and programs pertaining to CIS.

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

Reports to the Senior Policy Coordination & Monitoring officer and consult with counter parts on all policy co-ordination and monitoring in relation to CIS

#### (b) External

Work closely with CIS, Police, PNGDF, NIO, Law & Justice Sector (National Coordination Mechanism) its Sub Committees and Development Partners 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 and programs relating to CIS

## 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, PM&NEC Act and the Employment 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, PM&NEC 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 and program planning or similar position within the public service.