

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

<b>DEPARTMENT:</b> Prime Minister and NEC	<b>SYS. POSN. NO:</b> 0000066122	<b>POS. NO:</b> LOSAP 01	
<b>OFFICE / WING:</b> Policy Coordination & Monitoring	<b>DESIGNATION/CLASSIFICATION:</b> Deputy Secretary, Grade 20		
<b>DIVISION:</b> Law & Order, Social, Administrative Sector & Provincial & District Service (POSAP&PDS)	<b>LOCAL DESIGNATION:</b> Deputy Secretary – LOSAP&PDS		
<b>BRANCH:</b>	<b>REPORTING TO:</b> Chief Secretary to Government	<b>SYS. POS. NO:</b> 67222	<b>REF. NO:</b> OCS 01
<b>SECTION:</b> Office of the Deputy Secretary – LOSAP&PDS	<b>LOCATION:</b> Sir Manasupe Haus, Waigani		

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
Org: 02/2016	08/04/2016	Revised/Reclassified

**2. PURPOSE**

Provide executive leadership, oversees and manage the functions of the Law & Order, Social, Administrative Sector and Provincial & District Service Division to implement specific roles and responsibilities as core functions for the Department of Prime Minister & National Executive Council.

The incumbent supports the Chief Secretary to ensure that the established and ongoing activities and programs, resources, and services are of high quality and adopt to change with time.

**3. DIMENSIONS**

Finance: Responsible for the LOSAP&PDS Division's Budget	Total Staff Supervised: 42 Direct: 5 Indirect: 37	Others: Yes
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The Deputy Secretary Policy Coordination and Monitoring (PCM 2) is a senior executive management position having direct responsibilities to ensure that coordination and Monitor, for major impact government projects and policies must be implemented and reported on regular bases. Staffing capacity of 42 officers, including the three (3) Director Generals is a big focus with a right team.

**4. PRINCIPLE ACCOUNTABILITIES**

The Deputy Secretary – LOSA & PDS is answerable to the Chief Secretary to Government and directly responsible for policy coordination and monitoring for the department and that to the Government of the day.

The keys principles accountabilities are;

- 4.1 Provide timely reports and strategic advice to the Chief Secretary on issue relating to Law & Order, Social, Administrative Sector and Provincial & District Service Division;
- 4.2 Effective and efficient policies implementation on Law and Order projects and their outcomes;
- 4.3 Ensure inclusive and hands – on management on issues relating to Social Sector to nurture sustainable, equal, fairness and collective benefits for all Citizens; and,
- 4.4 Effective and efficient Public Service and decent quality services at provincial and district levels to be monitored and reported.

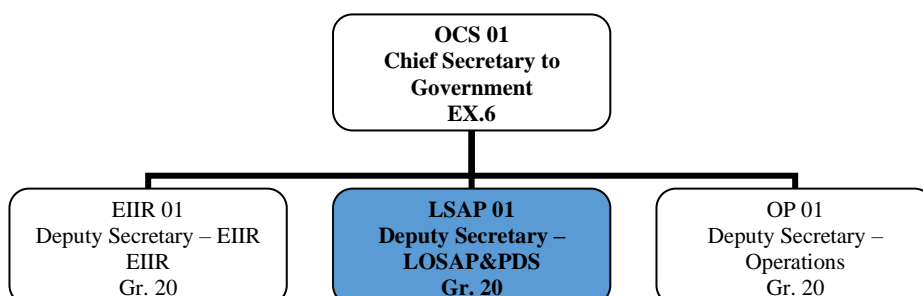
## 5. MAJOR DUTIES

- 5.1 Oversee, implementation and monitoring of NEC decisions, government directives on impact projects and development agendas, sector policies and its implementation;
- 5.2 Lead in coordination and monitoring of law and Order programs, social concerns and provincial and district level programs and project;
- 5.3 Develop partnership and collaborations with relevant government agencies, development partners, aids donors to promote partnership in advancing public administration in Papua New Guinea;
- 5.4 Provide support and team approach in the operationalization of all national strategic plans and vision for the government of the day;
- 5.5 Ensure prudent management government services policies and resources and to promote rights based practices for social justice, equity and fairness through existing government systems for citizens satisfactions;
- 5.6 Effectively report on potential, disaster(s) and climate change and to mitigate social impact during disasters in particular to those that are Elderlies, Women, Children and Persons with Disability;
- 5.7 Prove support, sound and timely advice to the Chief Secretary to Government and the Prime Minister on all matters relating to manpower, finance, equipment and other resources of the wings ; and
- 5.8 Act as the Secretary for the department when the Chief Secretary to Government is deployed on specialist missions or assessments.
- 5.9 Attend parliamentary sessions as and when required and report periodically for collective decisions

## 6. NATURE AND SCOPE

- The Deputy Secretary – Law & Order Sector, Social Sector, and Administrative Sector & Provincial & District Services reports to the Chief Secretary to Government and equally delegate specific task to respective subordinates demanding feedback on a timely manner.

### 6.1 WORKING RELATIONSHIP



#### a) Internal

- The Deputy Secretary – (LOSAP&PDS) reports to the Chief Secretary and works closely with respective Peers as Deputy Secretaries and all other subordinates, from the Director General down.
- Provide empowering, ethical leadership and mentorship across the entire department
- Liaise effectively with Secretary National Executive Council (NEC) and the Prime Minister
- Ensure effective communications among the entire department.

#### b) External

- Harmonies and nurture working relations with, the Law and Order agencies, other social services provides ( Community Development, Churches, Community Based providers, Development partners and aid donors for prudent and effective resource management;
- Maintain productive, ethical, transparent and public communications to enforce Public Private partnership policy and sustainable resource management

### 6.2 WORK ENVIRONMENT

The work environment of the Deputy Secretary – Policy Coordination and Monitoring on Law & Order, Social and Administration for Provincial and District Service is a technical administrative and multi-tasking skilling in nature, some of which are sector orientation and others are to uphold the premier status of the Department.

The Deputy Secretary – Policy Coordination and Monitoring on LOSA & PDS ensures that quality and adequate resources are available to fulfill the legislative and ministerial directives and responsibilities with compliance to all legislative regulations is paramount in delivering a justifiable manner for collective benefit.

The Deputy Secretary is accountable to the Chief Secretary to Government and the Prime Minister as the head of Department. All in all the work environment of the Deputy Secretary requires fostering a work culture that promotes equality, fairness and justice professionally at all times.

### 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

#### Rules/procedures:

The Core business of the Department is Coordination and Monitoring of the Government Policies and Monitoring of the Implementation of NEC Decision and therefore the position is guided by:

- PM & NEC Act, 2002
- Public Service (Management) Act, 2014
- Public Service General Orders
- Public Service Business Code of conduct
- Public Finance (Management) Act
- Foreign Investment Laws
- PNG employment Laws and relevant Policies
- PNG Vision 2050
- Sustainable Development Goals – framework – 2016 – 2030

#### Decision

- Set goals, targets, set services standards and priorities for the Policy Coordination and Monitoring Wings on LOSA/PDS in accordance with the departmental Strategic and corporate plan, the vision 2050 and government priorities
- Lobby and secure budget and direct activities and operations of the PCM wing on LOSA/PDS issues and concerns
- Change management practices on Policy Coordination and Monitoring wings on LOSA/PDS for equally, collective and inclusiveness in operations and benefits
- Make decisions to ensure prompt resolution of continuous issues and collective consensus

## Recommendations

- Change to Coordination and Monitoring of NEC decisions, government directives, impacts projects, development agendas, sector policies and general implementation of the policies;
- Alignment of global human development index pretext and the sustainable Development Goals indexes;
- Alignment with national strategic plans and the PNG Vision 2050;
- Improvement to sector data collection, analysis and report to enable better coordination and implementation of policies;
- Compliance action or investigation into issues concerning quality assurance, and control risk management for resource allocation;
- Improvements to Departmental policies, procedures for better sector coordination and monitoring of the policies.

## 8. CHALLENGES

- To enable the department to carry out its mandatory functions and the corporate plan effectively, through provision of necessary resources and manpower;
- Strategic alignment to the goals set in PNG vision 2050, the Medium term development Plan, 2015 – 2030 and the Global platform on Sustainable Development Goals is a challenge;
- Establish new and much stronger regulatory measures within the department to uphold the quality of government services and products in mutual consultation with other lead social service providers to stabilize the Public Private Partnership (PPP) policy to further improve quality of basic health, education and other social services and to alleviate poverty in order to improve the livelihood of the people of PNG;
- Continuously improve the management, to build capacity, skills at all levels of governance, lobby for resources and technical support to improve work cultures that empower and bring about greater change for all.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### a) Qualifications

The incumbent must have a minimum qualification of a University degree in Political Science, Public or Business Administration and or Social Science, at recognized tertiary institution. A master's degree is an advantage.

### b) Knowledge

- Sound knowledge of the government structures, systems and processes, Government reform, agenda and initiatives as advocated in the PNG Vision 2050, the National Strategic Plan 2030 and the medium term development strategies and regional plate forms and charters and Global strategies including – Sustainable Development Goals;
- Knowledge on relevant laws such as the PM & NEC Act, Public Service ( Management) Act, Public Finance (management) Act, Public Employment Act, Official Personnel Staff Act, HIV/AIDS Management & Prevention Act, OH&S Act and all other relevant Acts and their respective regulations;
- Knowledge of relevant international conventions, charters and agreements between Papua New Guinea and other states, international development partners and agencies;
- Knowledge of current developments in management of information systems and Information Communication Technology (ICT)

## **c) Skills**

### **Focus strategically**

The incumbent should understand the Department's Corporate Objectives and links between respective Business Units, Divisions, organisation and the whole of government agenda. Considers the ramifications of a wide range of issues, anticipates priorities and develops long-term plans for own work area. Demonstrate leadership and management skills to lead multi-disciplinary teams and management diverse function and activities in a large organization;

### **Ensures closure and delivers on intended results**

Strives to achieve and encourages others to do the same. Monitors progress and identifies risks that may impact on outcomes. Adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders internally and externally to gauge their input and further improve on the outcomes. Displays initiatives and drive in developing and implementing actions and finding better ways to manage for results and/or goals achievements;

### **Nurtures internal and external relationships**

Builds and sustains relationships with a network of key people internally and externally. Recognizes shared agendas and work towards mutually beneficial outcomes. Ability to communicate and connect effectively both internally with the department and externally with other government agencies, international organizations and others on corporate and management issues;

### **Demonstrates public service professionalism and probity**

Adopts a principled approach and adheres to public service values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the Department in public, internal and external forums.

### **Negotiates persuasively**

Approaches negotiations with a strong grasp of the key issues, having prepared well in advance, understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders with strong analytical abilities, interpreting and resolve issues on hand. Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.

## **d) Work Experience**

Minimum of Ten (10) years relevant work experience at Senior – Executive level in Public or Private sector particularly in managing multifunctional vibrant and diverse functions within a large organisation.