



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> Prime Minister and NEC	<b>SYS. POSN. NO:</b> 64	<b>REF. NO:</b> NEC 04	
<b>WING:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> Director General, Gr.19		
<b>SECRETARIAT:</b> National Executive Council	<b>LOCAL DESIGNATION:</b> Director General		
<b>BRANCH:</b>	<b>REPORTING TO:</b> Secretary – NEC	<b>SYS. POS. NO:</b> 65641	<b>REF. NO:</b> NEC 01
<b>SECTION:</b> Office of the Secretary	<b>LOCATION:</b> Sir Manasupe House		

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
Org: 02/2016	08/04/2016	Reno/Reclass/JD Revised
Org: 01/2012	2/12/2012	

**2. PURPOSE**

To manage the functions and operations of the NEC Secretariat and to ensure that the necessary policy and administrative support is provided to the Secretary to the NEC, the National Executive Council, its Committees and other Committees chaired by the Prime Minister.

**3. DIMENSIONS**

Financial – Yes	Total Staff Supervised – 15 Direct: 6 Indirect: 9	Others – Office assets and equipments
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**4. PRINCIPAL ACCOUNTABILITIES**

- Ensure to provide effective administrative support to the Secretary to the NEC, the NEC, its committees and other Committees chaired by the Prime Minister;
- Provide timely policy advice to the Secretary to the NEC;
- Ensure integrity of the NEC procedures through robust screening and compliance processes and procedures, and
- Timely reports to the Secretary to the National Executive Council.

**5. MAJOR DUTIES**

- 5.1 Lead, direct and manage the functions and operations of the NEC Secretariat and ensure that the Secretariat's corporate objectives and outcomes are achieved in line with the Department's Annual Plan and Corporate Plan;

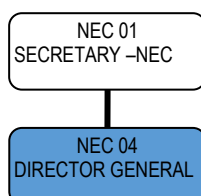
- 5.2 Direct the provision of administrative support to National Executive Council and its committees including management and coordination of the annual calendar of meetings of Parliament, NEC, its committees and Other Committees;
- 5.3 Provide policy advice to Secretary NEC on public policy and other matters for National Executive Council deliberation;
- 5.4 Oversee analysis and screening of submissions and documents for National Executive Council deliberation in accordance with established standard compliance procedures of the National Executive Council;
- 5.5 Keep the Secretary informed of the progress of compliance and implementation of NEC Decisions and directions by departments, agencies and public authorities;
- 5.6 Direct the review, development and maintenance of improved management and administrative systems and standards that ensures quality support to the National Executive Council and its committees;
- 5.7 In conjunction with Corporate Services oversee capacity building through acquisition and development of talent for the Secretariat;
- 5.8 Manage and administer the NEC and Parliament procedures handbook, and
- 5.9 Provide timely briefs and reports to the Secretary – NEC.

## 6. NATURE AND SCOPE

This is a senior management position and reports directly to the Secretary-NEC and maintains constant communication with all business units within the department.

This is a Category (A) Public Service Senior Employment Contract position.

### 6.1 WORKING RELATIONSHIPS



#### Internal

- Liaises and consults with the three (3) Deputy Secretaries of the department, members of the senior management and staff of the department.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

#### External

- Establish and maintain consultations with NEC Committees, Ministers, Departmental Heads, Heads of Statutory Organisations, Parliament, and Other Organisations.

### 6.2 WORK ENVIRONMENT

This position is located within Sir Manasupe House at Waigani. It plays a strategic specialist role in managing the functions and roles of the NEC Secretariat as well as ensures that policy and administrative support is provided to the National Executive Council, its Committees and other Committees.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules and Procedures

- Prime Minister and National Executive Council Act
- NEC Decisions
- Medium Term Development Plans (MTDP2)
- National Strategic Development Plan 2030
- PNG Vision 2050 Strategic Directives
- Public Service General Orders 2014
- Public Service (Management) Act 2014
- Public Finance (Management) Act 2016

### Decision

- Agree and set goals, targets and priorities of the Secretariat.
- Set Secretariat operational policies and procedures
- Work study to change Secretariat procedures and processes as required for improved operation
- Make decision to ensure the prompt resolution of contentious issues; and,
- Approve requisitions to commit funds consistent with Integrated Financial Management System (IFMS) and Public Finance (Management) Act.

### Recommendations

- New policy and strategic proposals;
- Approval of the Department Corporate and Management Plans;
- Interventions to improve implementation of NEC Decisions and Government Policy coordination and monitoring;
- Improvement to Department coordination.

## 8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Encourages best work practices in the Department and the Public Services;
- Maintain NEC matters confidentially and proactively with foresight.
- Encourages gender and social inclusion in the organization;
- Work in Team to promote team dynamics and participation;

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

The incumbent must have a minimum qualification of a University Degree in Public Policy Management, Public Administration or equivalent from a recognized institution. A Masters Degree would be an advantage.

### (b) Knowledge: Must have knowledge of the following:-

- PNG Vision 2050,
- PNG Strategic Development Plan 2030
- Medium Term Development Strategies

- Parliamentary processes and procedures, regulations, roles & functions of various committees, etc
- PNG National Constitution
- Public Service Management Act
- Public Service General Orders
- Public Finance Management Act & Regulations
- Public Service Code of Conduct
- PM&NEC Act
- Organic Laws

(c) **Skills** - Ability to demonstrate the following skills at a high level:-

**Ability to lead and manage a multi-disciplinary NEC team.**

**Focus strategically.** Understands the organisation's objectives and links between the business unit, 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.

**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 to gauge their input.

**Nurtures internal and external relationships.** Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

**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 organizational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal 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. Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.

(d) **Experience**

Minimum of nine (9) years work experience at a managerial level in a similar field either in the public or private sector.