PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 67408		REF. NO: NEC 09
WING: Executive	DESIGNATION/CLASSIFICATION: Information Technology Officer, Gr.14		
SECRETARIAT: National Executive Council (NEC)	LOCAL DESIGNATION: Information Technology Officer (ERS)		
BRANCH:	REPORTING TO: Director – R&I	SYS. POS. NO: 54656	REF. NO: NEC 08
SECTION: Records & Information (R&I)	LOCATION: Sir Manasupe Haus, Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08/04/2016	Abolish/Create
Org: 01/2012	2/12/2012	

2. PURPOSE

Responsible for ensuring that an effective e-reporting system and process is in place for enhancing and facilitating easy retrieval of information and administrative IT support services for the NEC Secretariat.

3. DIMENSIONS

Financial - Nil	Staff Supervised – Nil	Others – Nil

4. PRINCIPAL ACCOUNTABILITIES

- Effective and efficient e-reporting systems and processes.
- Up-to-date database and records management system for easy access/retrieval of information.
- Timely advice and reports to the Director.
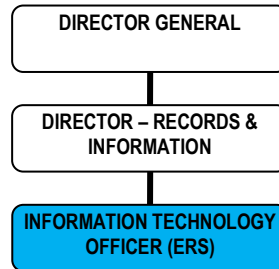- Ensure secure custody of NEC records and information.

5. MAJOR DUTIES

5.1   Responsible for establishing and installing improved business systems and processes as well as office equipment/machines and assets for effective administration and support to the NEC Secretariat.

5.2   Establish, monitor and maintain the electronic database system and records management system containing the necessary or vital documents and information serving the needs of the Secretariat as well as NEC and its committees.

5.3   Assist the Director in reviewing and developing improved and more efficient administrative and general business processes and procedures.

5.4   Identify and recommend appropriate software applications, office machines and equipment to enhance quality of work.

5.5.   Liaise with Director to identify and improve the processes and procedures for managing records and information involving recording, indexing, filing storage and custody of sensitive information on electronic database and hardcopy files.

5.6   Provide timely advice and reports to Director.

6.   NATURE AND SCOPE

This is a line position within the Department and reports directly to the Director – Records & Information. The position advises the Director General through the Director – R&I on all records management system & NEC procedures/guidelines. The position will report to the Director General and Secretary - NEC as and when required.

6.1 WORKING RELATIONSHIPS

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        │      DIRECTOR GENERAL        │
        └──────────────┬──────────────┘
                       │
        ┌──────────────┴──────────────┐
        │   DIRECTOR – RECORDS &       │
        │       INFORMATION            │
        └──────────────┬──────────────┘
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        ┌──────────────┴──────────────┐
        │  INFORMATION TECHNOLOGY      │
        │       OFFICER (ERS)          │
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(a)   Internal

- Reports to the Director General, 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.

(b)   External

- Maintain contact with Cabinet Members, Ministers, Departmental Heads and Heads of Statutory Organisations as well as computer service vendors and service providers.

6.2 WORK ENVIRONMENT

This position is located within Sir Manasupe Haus, Waigani. It plays a technical role in ensuring all duties as required by the job are effectively carried out.

7.   CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules and Procedures

- Prime Minister and National Executive Council Act
- NEC Decisions
- PNG Vision 2050 Strategic Directives
- Public Service General Orders 2014
- Public Service (Management) Act 2014

Decision

- Assist to set goals, targets and priorities of the Section.
- Assist to 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,

Recommendations

- New systems and processes to improve functions;
- Assist in setting the sections work plans to the Department Corporate and Management Plans;
- Interventions to improve implementation of NEC Decisions and Government Policy coordination and monitoring;

8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Encourages best work practices in the Secretariat and the Department;
- Maintain NEC matters confidentially and proactively with foresight.
- 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 Information Technology, Computer Science or equivalent from a recognised institution.

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

- E-reporting systems and software
- NEC procedures & government policies
- Parliamentary processes and procedures
- Public Service Management Act
- Public Service General Orders
- PM&NEC Act

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

- Ability to use as well as develop database.
- Computer literate (Microsoft Office software)
- Organisational and administrative abilities
- Communication skills (written/oral)
- Public relations & inter-personal skills
- Negotiation & analytical skills

(d) Experience

Minimum of three (3) years relevant work experience in a similar field either in the public or private sector.