



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 61	REF. NO: NEC 16
WING: Executive	DESIGNATION/CLASSIFICATION: Liaison Officer, Gr.14	
SECRETARIAT: National Executive Council (NEC)	LOCAL DESIGNATION: Liaison Officer	
BRANCH:	REPORTING TO: Director – SL&PS	SYS. POS. NO: 76
SECTION: Statutory Liaisons & Parliamentary Services	REF. NO: NEC 13	
	LOCATION: Sir Manasupe Haus, Waigani.	

HISTORY OF POSITION

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

2. PURPOSE

Assist in processing and executing statutory matters and instruments and liaison with Office of Governor General, all government agencies in the execution of instruments and decisions.

3. DIMENSIONS

Financial - Nil	Staff Supervised – Nil	Others – Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Timely processing and execution of statutory papers including compliance checks with procedural and legislative requirements.
- Timely reports to Director.

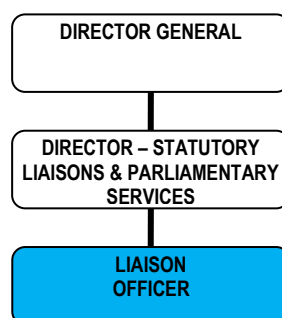
5. MAJOR DUTIES

- 5.1 Assist the Director in processing and executing statutory matters;
- 5.2 Assist with the coordination and liaison with all relevant agencies on statutory matters including the Office of the Governor General, Attorney General's Department and relevant government agencies and other recipient organizations;
- 5.3 Assist with the screening and vetting of all statutory papers;
- 5.4 Working with the Distribution Officer take charge of the delivery of statutory documents to recipients;
- 5.5 Coordinate with Office of Legislative Counsel on statutory instruments and Government Printing Office on gazettal of executive instruments.
- 5.6 Maintain all statutory records and filing both hard copy and in the computerized database, and
- 5.7 Provide reports to the Director as required.

6. NATURE AND SCOPE

This is a line position within the Department and reports directly to the Director-SL&PS. The position will report to the Director General and Secretary - NEC as and when required.

6.1 WORKING RELATIONSHIPS



(a) Internal

- Reports to the Director – SL&PS, Director General, Secretary-NEC, staff of NEC and the department.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

(b) External

- Maintain consultation and contact with Department of Attorney General, Office of Governor General, Departmental Heads and relevant government agencies and Heads of Statutory Organisations.

6.2 WORK ENVIRONMENT

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

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules and Procedures

- Parliamentary Standing Orders
- Parliamentary processes & Procedures
- Prime Minister and National Executive Council Act
- NEC Decisions
- National Strategic Development Plan 2030
- PNG Vision 2050 Strategic Directives
- Public Service General Orders 2014
- Public Service (Management) Act 2014

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,

Recommendations

- New policy and strategic proposals;
- Assist in setting of the Department Corporate and Management Plans;
- Interventions to improve functions of the Secretariat

8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Encourages best work practices in the Secretariat and the Department.
- Maintain NEC and parliamentary 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 Public Administration, Political Science or equivalent from a recognized institution.

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

- NEC procedures & government policies
- Parliamentary procedures & systems
- Systems of Government
- Decision making bodies & procedures within the executive government
- PNG National Constitution
- Public Service Management Act
- Public Service General Orders
- PM&NEC Act

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

- Organisational and administrative abilities
- Communication skills (written/oral)
- Public relations & inter-personal skills
- Negotiation & analytical skills
- Computer literate

(d) Experience

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