



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> Prime Minister and NEC	<b>SYS. POSN. NO:</b> 450100	<b>REF. NO:</b> NEC 19
<b>WING:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> Research Officer, Gr.14	
<b>SECRETARIAT:</b> National Executive Council	<b>LOCAL DESIGNATION:</b> Research Officer	
<b>BRANCH:</b>	<b>REPORTING TO:</b> Principal Coordinator – Executive Support	<b>SYS. POS. NO:</b> 450003
<b>SECTION:</b> Executive Support to NEC Committee	<b>LOCATION:</b> Sir Manasupe Haus, Waigani	<b>REF. NO:</b> NEC 19

**HISTORY OF POSITION**

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

**2. PURPOSE**

Provide quality research and analysis on specific issues that require NEC or its committees' deliberation and decision.

**3. DIMENSIONS**

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

- Timely and quality information and facts on issues and matters needing NEC and Respective Committees' deliberation.
- Conduct preliminary checking of NEC submissions and other Committee papers.
- Timely submission of research findings as and when required.
- Ensure secure custody of documents and information.
- Provide timely briefs, reports and advice to the Principal Coordinator – Executive Support.

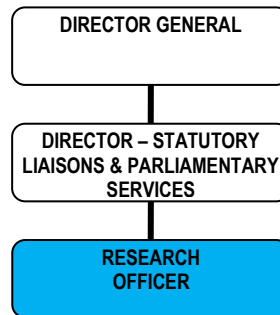
**5. MAJOR DUTIES**

- 5.1 Carry out research and collect data as required by the Principal Coordinator – Executive Support and Director General;
- 5.2 Liaise with other officers of NEC Secretariat including other fellow research officers on issues and researched data for advice;
- 5.3 Maintain records on research matters and advice;
- 5.4 Check all documents for deliberation by NEC Committees and Other Committees;
- 5.5 Provide briefs to Principal Coordinator – Executive Support on matters and issues researched for deliberation by the respective Committees.

**6. NATURE AND SCOPE**

This is a line position within the Department and reports directly to the Principal Coordinator- Executive Support. The position advises the Director General through the Principal Coordinator- Executive Support on matters for researching. The position will report to the Director General and Secretary - NEC as and when required.

## 6.1 WORKING RELATIONSHIPS



### Internal

- Reports to the Principal Coordinator – Executive Support, 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.

### External

- Maintain consultation and contact with Departmental Heads and relevant government agencies and Heads of Statutory Organisations.

## 6.2 WORK ENVIRONMENT

This is a line position to support the Principal Coordinator- Executive Support on research, data gathering, analysis and reporting for decision making purposes.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules/procedures

- All research and data gathering must be carried out in line with appropriate and accepted research methodologies.
- Reports and briefs submitted must conform to the set standard Public Service formats.

### Decision

- Decisions made shall be in line with Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act and Department policies.

### Recommendations

- Improvement to sector data collection, analysis and reporting;
- Any recommendations made by the position will be in line with relevant legislations and Standard Practices and National Government major policy initiatives;

## 8. CHALLENGES

Receiving, collating, analysing and presenting all research data's to the Principal Coordinator-Executive Support in a timely manner.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### Qualifications

The incumbent must have a minimum qualification of a Bachelor's Degree in Public Policy Management, Political Science or equivalent.

### Knowledge

- Sound qualitative and quantitative research and analytical report writing;
- NEC procedures & government policies.
- Parliamentary procedures & systems
- Decision making bodies & procedures within the executive government

### Skills

- Research and analytical skills;
- Effective communication skills both verbally and written;
- Proficient in computer applications particularly in excel and data base applications; and
- Good organization and planning skills.

### Work Experience

- Minimum of three (3) years work experience in a similar position within the Public Service or the private sector.