



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: PRIME MINISTER & NEC	SYS. POSN. NO: 45000153	POS. NO: OSCA 04
OFFICE / WING:	DESIGNATION/CLASSIFICATION: DATA BASE OFFICER - GRADE 14	
DIVISION: EXECUTIVE	LOCAL DESIGNATION: DATA BASE OFFICER - SECURITY	
BRANCH: OSCA	REPORTING TO: DIRECTOR GENERAL	SYS. POS. NO: 1490000001 REF. NO: OSCA 01
SECTION:	LOCATION: SIR MANASUPE HAUS - WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.) Org: 02/2016	Structure approved date: 08 April, 2016	(Record of how position has changed) No Change Reclass/JD Revised

2. PURPOSE

Provide reliable and efficient data base and tracking systems as well as technical support to the branch.

3. DIMENSIONS (size components) Finance and Staff

Finance - NIL	Staff - NIL	Others - NIL
---------------	-------------	--------------

4. PRINCIPLE ACCOUNTABILITIES

- Ensure the branches data base is secured, updated and maintained.
- Timely updating of executive reporting system with all resolutions and policy advices.

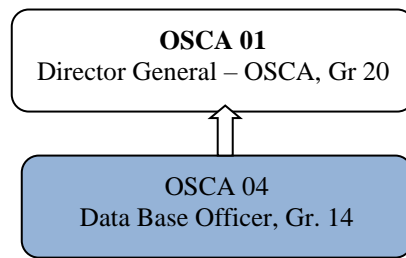
5. MAJOR DUTIES

- 5.1 Manage all information technology hardware and software requirements in the branch
- 5.2 Responsible for ensuring that all essential data is updated on the relevant data base systems
- 5.3 Provide database access to the officers
- 5.4 Provide latest reporting data for annual report requirements
- 5.5 Assist in the establishment of a whole of Government Performance Planning, Monitoring and reporting database
- 5.6 Provide audio visual support services for the branch and stakeholder meetings.

6. NATURE AND SCOPE

The position is within the senior management level of the Department and reports directly to the Director General.

6.1 WORKING RELATIONSHIP



(a) Internal

Reports to the Director on all matters relating to database management

(b) External

Liaise and maintains a network with all IT distributors and suppliers

6.2 WORK ENVIRONMENT

The position is located at Sir Manasupe Haus and plays a technical and administrative role in administering and managing database, ensuring efficiency and effectiveness in uploading and dissemination of information to the management.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures:

The position is guided by the Public Service General Orders, Public Service Management Act, Public Service Financial Management Act and the Public Employment Act.

▪ Decision

Decisions taken by the position shall be in line with Public Service General Orders, Public Service Management Act, Public Service Financial Management Act and the Public Employment Act.

▪ Recommendations

Any recommendations made by the position will be in line with relevant legislations and standard public service practices and Department policies.

8. CHALLENGES

- Implement policy decisions within the set time frames
- Develop strategic workforce planning framework in line with the National Goals and objectives.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Minimum of a Diploma in Information Technology or Computer Science from a recognized tertiary institution.

(b) Knowledge

- Sound knowledge of investigation and intelligence work.
- Thorough knowledge and good understanding of the Public Service Management Act, Public Financial Management Act, Public Employment Act and the Public Service General Orders.

(c) Skills

- High level communication skills and ability to analyse and interpret information or data to develop relevant policy advice and options.
- Networking to align with other stakeholders and development partners to achieve the objectives of the branch.
- Computer literate in relevant Microsoft office applications and (IT) Information Technology.

(d) Working Experience

- Must have 3 years' experience in a similar field in the Public Service or Private Sector.