



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: PRIME MINISTER & NEC	SYS. POSN. NO: 771	POS. NO: OSCA 06
OFFICE / WING: EXECUTIVE	DESIGNATION/CLASSIFICATION: COORDINATOR - GRADE 16	
DIVISION: EXECUTIVE	LOCAL DESIGNATION: CORDINATOR- ECONOMIC SECURITY	
BRANCH: OSCA	REPORTING TO: DIRECTOR - NSA	SYS. POS. NO: 45001 REF.NO: OSCA 05
SECTION: OSCA	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

To analyse and interpret the research data, and to provide relevant advice on economic issues regarding PNG's security coordination and assessment.

3. DIMENSIONS

Finance K1ml	Subordinates - 2	Others
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4. PRINCIPLE ACCOUNTABILITIES

- Reports to the Director – National Security Assessment (NSA).
- Ensure that all policy documents and research reports are thoroughly analysed and interpreted comprehensively.
- Demonstrate capability in providing timely executive briefs, memorandums, and reports to the Director of NSA Branch.

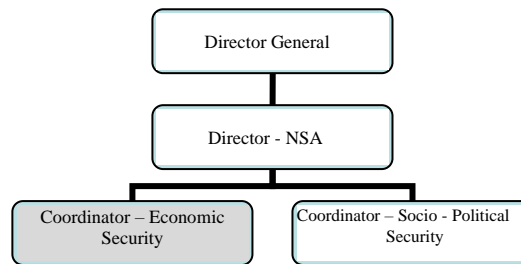
5. MAJOR DUTIES

- Carry out comprehensive review and analysis of economic issues and policy documents.
- Provide necessary findings and update to the Director – NSA.
- Assist the Director - NSA to prepare briefs, statements, reports and memorandums for the Prime Minister, Chief Secretary and Deputy Secretary on economic issues of the security system in PNG.

6. NATURE AND SCOPE

The position is within the senior management level of the Department and reports directly to the Director - NSA

6.1 WORKING RELATIONSHIP



(a) Internal

Report to the Director – NSA on regular basis on economic issues and establish dialogue with counterparts.

(b) External

Constant liaison with line Government Departments, Statutory bodies, Agencies and external organisations on specific economic issues in regard to security assessment and coordination.

6.2 WORK ENVIRONMENT

The position is located within Sir Manasupe House at Waigani. It plays a strategic specialist role in the management and coordination of the government's internal and external security matters specifically on economic issues.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/ Procedures

The position is guided by the Public Services General Orders, Public Service (Management) Act, Public Service Financial (Management) Act and 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, Employment Act, and Department Policies.

Recommendations

Any recommendations made by the position will be in line with relevant legislations and standard legal practices and Department polices.

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 qualification of Bachelor's Degree in Economics or Business Management.

(b) Knowledge

- Sound knowledge of about whole of Government systems in Economic.
- Fair knowledge on the Governments development strategies including PNG Vision 2050.
- Knowledgeable about PNG Government systems, relevant Laws and PNG's Foreign Policy.

(c) Skills

- Sound research and analytical report writing skills.
- Proficient in Security Assessment, analysis and reporting on Law and Order and security matters.
- 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

(d) Work Experience

Minimum of two (2) contract terms of 6 years work experience in Senior Management level within the public service or private sector.