



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: PRIME MINISTER & NEC	SYS. POSN. NO: PAYROLL SYSTEM NUMBER	POS. NO: OSCA 09
OFFICE / WING: EXECUTIVE	DESIGNATION/CLASSIFICATION: COORDINATOR - GRADE 16	
DIVISION: EXECUTIVE	LOCAL DESIGNATION: COORDINATOR – SPECIAL PROJECTS	
BRANCH: OSCA	REPORTING TO: DIRECTOR - NSC	SYS. POS. NO: 58775 REF. NO: OSCA 08
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 assist the Director Coordination in all matters relating to security coordination and management on issues relating to major special projects.

3. DIMENSIONS

Finance: Nil	Subordinates - NIL	Others - Nil
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4. PRINCIPLE ACCOUNTABILITIES

- Reports to the Director – National Security Coordination (NSC).
- 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 – NSC.

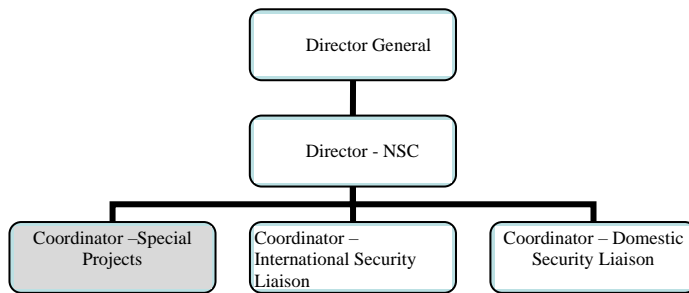
5. MAJOR DUTIES

- Coordinate and liaise with the security agencies in relation to NSAC & NEC decisions relating to ensure security for domestic projects
- Coordinate, liaise and analyse all intelligence reports, briefs relating to all special projects in the country and other critical infrastructures.

6. NATURE AND SCOPE

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

6.1 WORKING RELATIONSHIP



(a) Internal

The position is one of three positions reporting to the Director – NSC on regular basis. Constant consultation with the Director General – OSCA and Director Coordination, and establish liaison with other security agencies when coordinating special projects and programs and providing advice on security matters.

(b) External

Constant liaison with relevant Government Departments, Statutory bodies, Agencies and external organisations responsible for security matters including PNG Overseas Missions.

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 special projects and developments.

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 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 qualification of Bachelor's Degree in International Relations, Business Management or Public Policy Management or a Master's Degree in a relevant field will be an advantage.

(b) Knowledge

- Sound knowledge of Coordination 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.
- Must be computer literate.
- 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

- Competent Project Management skills
- Sound research and analytical report writing skills.
- Proficient in security assessment, analysis and reporting on Law and Order and security matters.
- High level Networking and communication skills and ability to analyse and interpret information
- Computer literate in relevant Microsoft office applications

(d) Work Experience

Minimum of five (5) years' work experience in a similar field in the public service or private sector.