

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

<b>DEPARTMENT:</b> PRIME MINISTER & NEC	<b>SYS. POSN. NO:</b> 45021	<b>POS. NO:</b> OSCA 10
<b>OFFICE / WING:</b> EXECUTIVE	<b>DESIGNATION/CLASSIFICATION:</b> COORDINATOR - GRADE 16	
<b>DIVISION:</b> EXECUTIVE	<b>LOCAL DESIGNATION:</b> COORDINATOR – INTERNATIONAL SECURITY LIAISON	
<b>BRANCH:</b> OSCA	<b>REPORTING TO:</b> DIRECTOR - NSC OSCA 08	<b>SYS. POS. NO:</b> 58775
<b>SECTION:</b> OSCA	<b>LOCATION:</b> SIR MANASUPE HAUS - WAIGANI	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
(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 on international issues and management relating to major projects.

**3. DIMENSIONS**

<b>Finance:</b> Nil	<b>Subordinates -</b> NIL	<b>Others</b>
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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.

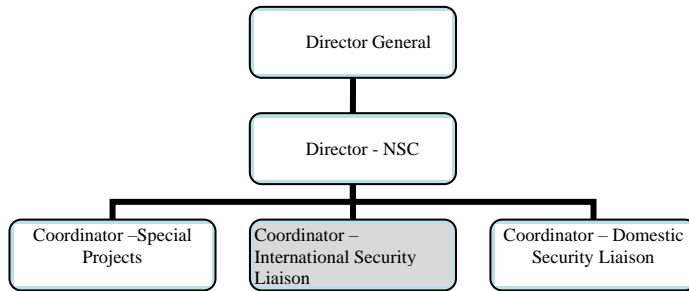
**5. MAJOR DUTIES**

- Coordinate and liaise with the security agencies in relation to NSAC & NEC decisions relating to ensure security for international projects
- Coordinate and analyse all intelligence reports and briefs relating to all international 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 international assessment and 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 international issues 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, Public Policy Management or a Master's Degree in a relevant field will be an advantage.

### (b) Knowledge

- Sound knowledge of International Security issues 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

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

### (d) Work Experience

Minimum of 5 years work experience in Senior Management level within the public service or private sector.