

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

DEPARTMENT: PRIME MINISTER & NEC	SYS. POSN. NO 67352	POS. NO: OSCA 12	
OFFICE / WING: EXECUTIVE	DESIGNATION/CLASSIFICATION: DIRECTOR - GRADE 18		
DIVISION: EXECUTIVE	LOCAL DESIGNATION: DIRECTOR – NSAC/NSC SERVICES		
BRANCH: OSCA	REPORTING TO: DIRECTOR GENERAL – OSCA	SYS. POS. NO: 626	REF. NO: OSCA 01
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 and advise Director General (OSCA) in all matters relating to services provided and delivered by National Security Advisory Committee (NSAC) and National Security Council (NSC).

3. DIMENSIONS

The position is established within an approved administrative structure responsible for (13) Positions including the Annual Financial allocation for the Branch.

Finance K1ml	Subordinates - 2	Others
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4. PRINCIPAL ACCOUNTABILITIES

Reports to the Director General - OSCA

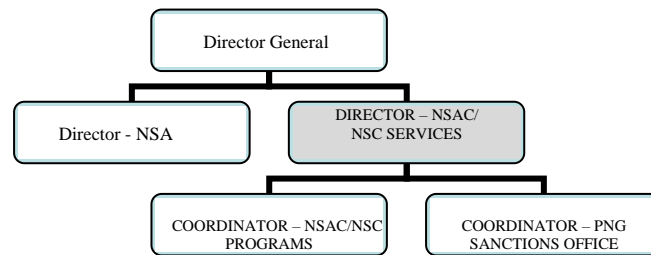
5. MAJOR DUTIES

- Coordinate and analyse all security coordination reports, briefs and publication from Government intelligence units to establish security implications that would have adverse consequences on the Government or Nation.
- Assist the Director General of OSCA/NSAC to ensure that there is effective coordination on the line security agencies and effective management of national security and to further ensure that Government security policies and programs are strategically coordinated and implemented effectively.
- Direct and supervise the Senior Economic Analyst, Political Analyst and Social Analyst in carrying out their respective responsibilities.

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

- Constant consultation with the Director General – OSCA, and establish liaison with other security agencies when coordinating security strategies and advice on internal security matters.

(b) External

- Maintain a close working relationship with relevant Government Departments, Agencies and external organisations responsible for security matters including PNG Overseas Missions.

6.2 WORK ENVIRONMENT

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

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, Public Policy Management, Business and Management as well as Strategic Management, A Master's Degree in the above qualifications will be an advantage.

(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

- The Incumbent must be able to demonstrate quality leadership with people management skills and coordinating a multi-task project development and implementation strategies in achieving best results.
- Proficient in Security Coordination and 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 six (6) years work experience in Senior Management level within the public service or private sector.