



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Prime Minister & NEC	SYS. POSN. NO.: 0000450005	REF. NO.: SS 08
OFFICE:WING Policy Coordination & Monitoring (2)	DESIGNATION/CLASSIFICATION: Director Grade 18	
DIVISION: Law & Order, Social & Admin., Provincial & District Services	LOCAL DESIGNATION: Director – Education	
BRANCH: Social Sector	REPORTING TO: Director General ,Social Sector	SYS. POS. NO.: 0000450007
SECTION: Education	LOCATION: Waigani	REF. NO.: SS 01

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org. 2/2016	8 th April, 2016	Abolished/Created

2. PURPOSE

To lead a team of professionals in providing effective management and coordination of sector agencies in terms of timely and sound policy advice to the Director General Social sector in all matters relating to coordination and monitoring of policy development, implementation and reporting in the following functions:

- (i) Education policies and programs updates /status; and
- (ii) Constitutional and Legal rhetoric that impedes the function

3. DIMENSIONS

<i>Finance: Yes</i>	<i>Staff: 3</i>	<i>Other: Yes</i>
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Quality Education Services is essential to humanity. Lack of attention to detained humanitarian needs undermines development initiatives. Appropriate policy decisions and intervention programs on Social Sector division are essential to demonstrate the parliamentary democracy. Staff capacity of 3officer's with a budget appropriation of K200, 000.00, for coordination, monitoring and reporting on divisional program activities and commitments to the Deputy Secretary – PCM (2) on a timely base.

4. PRINCIPLE ACCOUNTABILITIES

Ensure that the Deputy Secretary – Policy (2) through the Director General Social receives on a scheduled timely basis, sector policy development, program/project implementation and monitoring reports, including implementation of special interventions and NEC Decisions.

5. MAJOR DUTIES

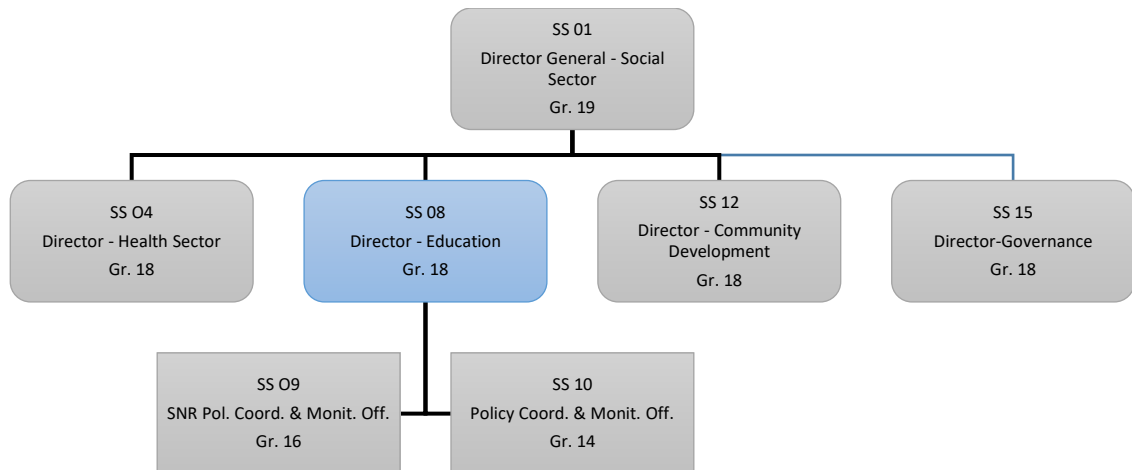
- (a) Provide sound and timely advice on Education policies and programs towards achieving the strategic goals of PNG Vision 2050, the Medium Term Development Plan, 2030 in collaboration with key players in Education services delivery partners and stakeholders,

- (b) Lead a team of professionals, conduct research and provide analysis on Educational policy issues and related matters.
- (c) Oversee the process of policy formulation to ensure consistency with the government's development objectives, including the vetting of all policies and NEC proposals and submission before they are being submitted for endorsement as state policy
- (d) Monitor and report on quality Education issues, policies, resource appropriation and overlaps amongst key players in delivery of Education service,
- (e) Maintain dialogue with quality Education program partners and service deliveries and where necessary participate in the forums, meetings and seminars locally or abroad,
- (f) Maintain dialogue through membership on sector coordination and working committees
- (g) Prepare briefs and correspondences for the Deputy Secretary – Policy (2) through the Director General – Social Sector.
- (h) Supervise and mentor the subordinates for effective discharge of their respective responsibilities.

6. NATURE AND SCOPE

The Director Education take directives from the Director General to enforce and regulate health standards to ensure impact projects and programs ensuring quality Education services to ensure state services adopted a rights based approaches at all levels of governance.

6.1 WORKING RELATIONSHIP



(a) Internal

Report to the Director General Social Sector on issues relating to management and coordination of Educational issues on impact projects and liaise well with counterparts and subordinates.

(b) External

Foster mutual working relationship with line agencies, Education Service providers, Development partners, Aid donors and community based (Education) providers.

6.2 WORK ENVIRONMENT

The position is a specialist administrative position that plays a key role to enforce compliance and regulate standards in improving Educational status and literacy levels for our people. This is a senior management position within the department which requires managerial, organizational, and analytical and coordination skills.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The incumbent is required to comply with all public service rules and regulations and manage within the limits of the following legislations;

The Public Service Management Act, General Orders and the Prime Minister and National Executive Council Act, the Public Finance (management) Act, National Department of Education (NDoE) Act, HAMP Act and other legislation and regulations as required for a senior management officer. Key deliverables expected of the position are expressed in the Departments Corporate Plan, the Vision 2050, the Sustainable Development Goals and Medium Term Development Plan that provide the framework for policy development and guidance.

8. CHALLENGES

Quality education and effective literacy are the fundamental of Humanity. Lack of access to quality education, due to resource constraints, access to facilities, unified standards and accreditations impedes or undermines the basic rights of our citizens are challenges that need to be address.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Must have a minimum qualification of a University degree in Public Policy, Business Management, and/or Social science (Education).
- A master degree is an advantage.

(b) Knowledge

- Must have through knowledge and good understanding of the PM & NEC Act, PSM Act, the Public Service General Order, Public Finance (management) Act., HAMP Act, and other relevant Legislation and regulations; and.
- Sound knowledgeable on government policies, systems procedures and process.

(c) Skill,

Ability to lead and manage a multi-disciplinary team

Focus Strategically – Understand the organization’s objective and links between the business unit, organization and the whole of government agenda. Considers the ramifications of a wide range of issues, anticipates priorities and develops long –term plans for own work area.

Ensure closure and delivers on intended results – Strive to achieve and encourages others to do the same. Monitoring progress and identifies risk that may impact on outcomes. Adjust plans as required. Commits to achieving quality outcomes and ensure documentation procedures are maintained. Seek feedback from stakeholders to gauge their input.

Nurture internal and external relationships – Builds and sustain relations within a network of key people internally and externally. Recognizes shared agendas and works towards mutually beneficial outcomes. Anticipates and is responsive to internal and external client’s needs.

Demonstrates public service professionalism and probity – Adopt a principled approach and adheres to public service values and Code of Conduct. Acts professionally and impartially at all times and operates within the boundaries of organizational process and legal and public policy constraints. Operate as an effective representative of the organization in the public and international forum.

Negotiates persuasively – Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desire objectives and associated strengthens and weakness. Anticipates the position of the other party, and adapt approach accordingly. Encourage the support of relevant stakeholders. Encourage debate and identifies common ground to facilitate agreements and acceptance of mutually beneficial solutions.

Ability to use Microsoft Office software/applicant

(d) Work Experience

Minimum of six (6) years work experiences on senior Policy program officer in the Public service or private sector of a large organization.