



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

|   |   |                                    |                         |
|---|---|------------------------------------|-------------------------|
| <b>AGENCY:</b><br>Department of Prime Minister & NEC                                | <b>SYS. POSN. NO:</b><br>0000067445   | <b>REF. NO:</b><br>SS 10           |                         |
| <b>OFFICE WING</b><br>Policy Coordination & Monitoring (2)                          | <b>DESIGNATION/CLASSIFICATION:</b><br>Policy Coordination & Monitoring Officer (Education) Gr. 14 |                                    |                         |
| <b>DIVISION:</b><br>Law & Order, Social & Admin.,<br>Provincial & District Services | <b>LOCAL DESIGNATION:</b><br>Policy Coordination & Monitoring Officer                             |                                    |                         |
| <b>BRANCH:</b><br>Social Sector   | <b>REPORTING TO:</b><br>Director – Education  | <b>SYS. POS. NO:</b><br>0000450005 | <b>REF. NO:</b><br>SS08 |
| <b>SECTION:</b><br>Education  | <b>LOCATION:</b><br>Sir. Manasupe Haus, Waigani   |                                    |                         |

#### HISTORY OF POSITION

| FILE REF.   | DATE OF VARIATION           | DETAILS            |
|-------------|-----------------------------|--------------------|
| Org. 2/2016 | 08 <sup>th</sup> April 2016 | Abolished/ Created |

#### 2. PURPOSE

To analyze and interpret policy research reports with related data and provide support to Senior Policy Coordination and Monitoring officer in coordinating and monitoring Education policies and programs.

#### 3. DIMENSIONS

Nil

#### 4. PRINCIPLE ACCOUNTABILITIES

- Ensure that all Education related policy documents and research reports are thoroughly analysed and interpreted comprehensively.
- Demonstrate capability in providing timely executive briefs, memorandums and reports to the Senior Policy Coordination and Monitoring officer of the branch/section.

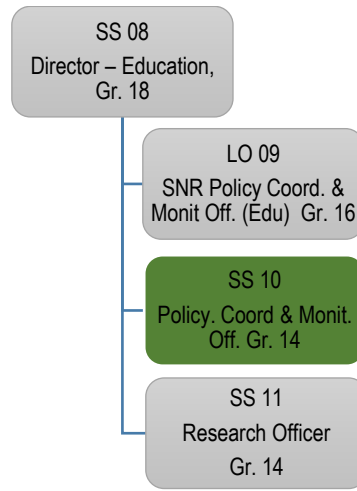
#### 5. MAJOR DUTIES

- Carry out comprehensive review and analysis of Education policies and development initiatives, prepare reports and policy documents.
- Provide necessary findings and updates to the Senior Policy Coordination and Monitoring Officer – Education
- Assist the Senior Policy Coordination and Monitoring officer prepare briefs, statement, reports and memorandums for the Chief Secretary, Deputy Secretary and Director General.

## 6. NATURE AND SCOPE

This is a line position within the department, reports to the Director and Senior Policy Coordination and Monitoring Officer, Education on matters relating to coordination and monitoring of policies and programs pertaining Education.

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

Reports to the Senior Policy Coordination & Monitoring officer and consult with counter parts on co-ordination and monitoring Education related policies and programs.

#### (b) External

Liaise with Education Department and other appropriate bodies regarding policy matters on Education.

### 6.2 WORK ENVIRONMENT

The Position is located within Sir Manasupe House at the Waigani Central Government Offices. It plays a technical role in supporting Senior Coordination and monitoring officer on policies relating to Education matters.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules/ procedures

The position is guided by the Public Service General Orders, Public Service Management Act, Public Service Finance Management Act, PM&NEC Act and the Employment Act.

### Decisions

Decisions taken by the position shall be in line with Public Service General Orders, Public Service Management Act, Public Service Finance Management Act, the Employment Act, PM&NEC Act and the Department policies.

### Recommendations

Any recommendations made by the position will be in line with relevant legislations, sector policies and Department Policies.

## **8. CHALLENGES**

Maintain good working relationship and proper work ethics in compliance to existing laws and regulations governing public services.

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **(a) Qualifications**

A minimum qualification of bachelor's degree in Public Policy Management, Political Science, Social Science, Education and / or other related qualifications that may be acceptable to the Chief Secretary to Government.

### **(b) Knowledge**

- Knowledgeable with Government Policies, procedures, systems and process.
- Sound understanding of relevant government laws and legislative including PM&NEC Act.

### **(c) Skills**

- Strong Coordination & Monitoring capability;
- Supervisory role and organizational skills;
- Familiar with relevant computer applications and software;
- Good research and analytical skills
- Sound communication skills

### **(d) Work Experience**

A minimum of three (3) years' work experience in strategic policy development and program planning in Education or similar positions within public sector.