



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Department of Prime Minister & NEC	<b>SYS. POSN. NO:</b> 00450001100	<b>REF. NO:</b> SS 11	
<b>OFFICE/WING:</b> Policy Coordination & Monitoring (2)	<b>DESIGNATION/CLASSIFICATION:</b> Research Officer – Grade 14		
<b>DIVISION:</b> Law & Sector, Social & Admin., Provincial & District Services	<b>LOCAL DESIGNATION:</b> Research Officer – Social Sector		
<b>BRANCH:</b> Social Sector	<b>REPORTING TO:</b> Snr. Policy Coord. & Monit. Off. (Social Sector)	<b>SYS. POS. NO:</b> 0045000119	<b>REF. NO:</b> SS 09
<b>SECTION:</b> Education	<b>LOCATION:</b> Waigani		

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Org: 02/2016)	8 <sup>th</sup> April , 2016	Abolish/Created

#### 2. PURPOSE

To provide comprehensive research and administrative support to the Senior Policy Coordination & Monitoring Officer (Education Sector) in all matter relating to coordination of policy development, implementation and reporting.

#### 3. DIMENSIONS

To provide assistance to the Senior Policy Coordination Officer and Director (Education Sector) to conduct high level of research or any other tasks as instructed by the Chief Secretary to the Government

#### 4. PRINCIPLE ACCOUNTABILITIES

- Effective design, coordinate and conduct policy – relevant research on other aspect of Education Sector, as agreed by Director – Education and with a likely focus on exclusion issues.
- Proper administration and development, implementation and evaluation of research projects.
- Effective design, coordinate and conduct policy – relevant research and development phase of new projects to ensure the project meets with clients expectations.

- Ensure compliance with Education procedures and policies.

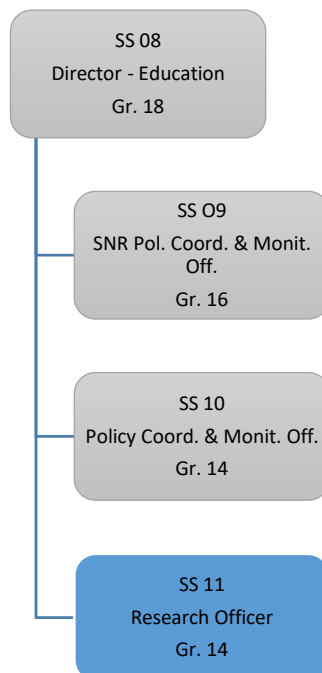
## 5. MAJOR DUTIES

- Conduct research and coordinate to influence policies and practices of governments, NGOs, with particular focus on Education Sector improvement within or outside the National Capital District.
- Design and coordinate/conduct policy – relevant research on how integrate education outcome and development innovation approaches to departments and agency on education policy development.
- Provide reports and briefs to the Director General through the Director Education
- Develop and maintain relations with key stakeholders, other agencies in order to build networks through which to learn new research techniques.
- Write reports and make recommendations to influence the policy and practice of Education concept and of others with an influence on the prospects for improving coordination, implementation and fair distribution of Education Program and Activities

## 6. NATURE AND SCOPE

The position is within the Education Sector of the Department and report to the Director – Education Sector through Senior Policy Coordination & Monitoring Officers. The position reports on operational activities, specifically on Education issues and concurrent developments. The position may report to the Director General – Social Sector as when it is necessary.

### 6.1 WORKING RELATIONSHIP



**(a) Internal**

The Research Officer reports to the Director – Education through Senior Policy Coordinator & Monitoring Officers and provides researched data reports, information and support to the team members and supervisors on the education sector issues. The position requires the incumbent to establish working relationships and dialogue with the counterparts.

**(b) External**

On request by the supervisors liaise with the Department of Education, relevant Government Department, NGOs and Agencies for information and data gatherings.

## **6.2 WORK ENVIRONMENT**

The position is administrative and is located in Waigani however, when required, official visits to government agencies within and outside of National Capital District relating to the job is evitable.

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **Rules/procedures**

- The position is guided by the Public Service General Orders, Public Service Finance (Management) Act and Employment Act.
- Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instruction.
- Maintain high level of confidentiality of information.
- Maintain high level of work ethics and professionalism

### **Decision**

This position does not make decisions but only take directive from the senior officers within Education Sector.

### **Recommendations**

Any recommendations made by this position should align with NEC Decision, relevant legislations pertinent with coordinating implementation of Donor Funder Activities and Department of Education through Senior Policy Coordinator & Monitoring Officers.

## **8. CHALLENGES**

- Ensure quality Research findings and maintaining compliance with modern requires technique and skills.
- High level of communication with stakeholders in providing administrative support and promoting service is a challenge to the sector in terms of policy planning, establishing sector priorities and implementation against scarcity of resource and reporting.

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

### **(a) Qualifications**

Must hold a first degree in Public Policy, Education issues, Development Planning & Administration, or Social Science.

### **(b) Knowledge**

- (i) Knowledge of the PSM Act, GO, PMNEC Act, sound knowledge of relevant laws and legislations on Education Development Policies and issues
- (ii) Qualitative and quantitative methods of research and analytical report writing.
- (iii) Proven high written and verbal communication skills including the ability to produce comprehensive professional written documents or any outstanding quality report.
- (iv) Research Designs & Methodologies

### **(c) Skills**

- Empirical Research; data analysis and in writing evidence – based reports and practical recommendations.
- Computing skills, Ms Word, Excel, etc
- Practical and theoretical understanding of education issues, including how education is integrated into policies
- High level of organization and planning skills
- Presentation skills

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

Minimum of four (4) years working experience in a similar position within in the Public Service or the private sector.