



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 450213	REF. NO: SSP 01	
OFFICE / WING:	DESIGNATION/CLASSIFICATION: Director, Gr.18		
DIVISION: Operations	LOCAL DESIGNATION: Director - Protocol		
BRANCH: State Services	REPORTING TO: Director General - SSO	SYS. POS. NO: 59000051	REF. NO: SSO 01
SECTION: PM's Protocol	LOCATION: Sir Manasupe House, Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 04/2016	31/10/2016	Prefix Change/Redesign/Reclass/JD Revised
Org: 03/2016	08/04/2016	Abolished / Created
Org: 02/2016	12/07/2012	Reno/JD Revised
Org: 01/2007	26/11/2007	Abolished / Created

2. PURPOSE

To lead a team of professionals to manage and coordinate Prime Minister's international and domestic engagements, development issues concerning Prime Minister and provide timely reports to the Director General.

3. DIMENSIONS

Financial: Responsible for K500, 000 budget allocation.	Total Staff Supervised: 13 Direct: 10 Indirect: 0	Other: Office equipment, stationeries.
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3. PRINCIPAL ACCOUNTABILITIES

- Effective management of the PMs Protocol section.
- Effective management of financial and human resources and the work plan of the section.
- Effective coordination and monitoring of the Prime Minister's international and domestic engagements with the relevant Sector Departments and Agencies.
- Sound policy coordination and monitoring in compliance with major Government Policy Initiatives such as MTDP 2015 -2017, NSDP 2030, and PNG Vision 2050.
- Sound analysis of Sector Policy Submissions, Programs and Projects for the purposes of CACC vetting and NEC deliberation.
- Effective monitoring of the implementation of NEC Decisions regarding Prime Ministers international and Domestic engagement's by the Sector Departments and Agencies.

- Timely reports to the Director General on all issues including the matters arising from National and International forums and meetings.

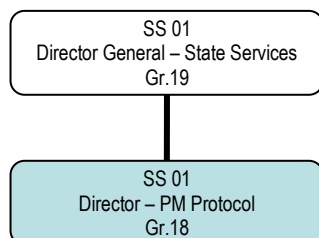
5. MAJOR DUTIES

- 5.1 Provide effective management and leadership of the section's financial and human resources and work plan and activities.
- 5.2 Oversee policy coordination and monitoring to ensure that policy formulation at Sector level is consistent with the Government's Development Objectives (MTDP, NSDP 2030 and PNG Vision 2050 Strategic Directives) and within the policy development process.
- 5.3 Prepare briefs on NEC Proposals and policy submissions from Sector Departments and Agencies for compliance and CACC vetting for National Executive Council deliberation.
- 5.4 Oversee and monitor the implementation of NEC Decisions that fall under the Sector Departments and Agencies and produce reports on the status of the implementation and take remedial measures where necessary.
- 5.5 Maintain policy dialogue and options on policy issues by attending relevant forums and meetings.
- 5.6 Assist the Director General on the development and implementation of the annual work plan including allocation of the resources to accomplish the work programs within the given budget.
- 5.7 Assist in the development of Monitoring and Evaluation framework of the Department to underpin the coordination and monitoring of government policies and the implementation of NEC Decisions.
- 5.8 Assist the Director General on the preparation of the goods and services and Item 111 annual budget of the State Services and the PMs Protocol Branch.

6. NATURE AND SCOPE

- This is a management position and reports directly to the Director General – State Services. The position provides advice and briefs on all Prime Minister's international and domestic engagements policies and programs.
- This is a Category (B) Public Service Senior Employment Contract position.

6.1 WORKING RELATIONSHIP



a) Internal

- The Position is one of three Director Positions within the Branch that reports directly to the Director General-State Services. The position also liaises with the Deputy Secretaries, Director Generals and Directors on matters related to the roles and responsibilities of the position as and when required.

b) External

- Constant liaison with sector agencies on implementation of NEC Decisions.
- The position also maintains effective dialogue with landowners and other private organizations and major companies involved in the resource development in the country.
- Department of Foreign Affairs & Trade & Immigration, and other line agencies and stakeholders and Monitoring in partnership to drive the MTDP and NSDP 2030 and other National Government Policy Agendas.
- Department of Treasury and Finance on funding requirements on (PIP) policy implementation and landowner demands.

6.2 WORK ENVIRONMENT

- This is a management position that provides advice and professional protocol to the Director General – State Services.
- It plays a specialist role in the coordination and monitoring and implementation of NEC Decisions related to Sector policies and programs.
- The position also undertakes administrative role by ensuring that the section's resources are utilized efficiently to achieve the work plan and programs.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures

- Delivery of services must be consistent with Medium Term Development Plan (MTDP) 2015 - 2017, National Strategic Development Plan 2030 (NSDP 2030), PNG Vision 2050 Strategic Directives.
- National Monitoring and Evaluation Framework, Policy Formulation Guidelines and PM&NEC Act.
- Senior Contract performance metrics as indicated in the Contract document.
- Staff matters such as discipline must be handled with consultation with HRM.

Decision

- Set goals, targets service standards and priorities for PMs Protocol Section in line with Corporate Plan specifically on Section Objectives and Work plan;
- Direct activities and operation of the section;
- Change procedures and processes of the PMs Protocol section to improve service delivery;
- Make decisions to ensure the prompt resolution of contentious issues.
- Decisions taken by the position shall be in line with Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act and the Employment Act, Department policies; and,
- Prepare requisitions for the sections programs/activities for approval by the Director General.

Recommendations

- Improvements to sectoral coordination and monitoring process and procedures;
- Improvement to sector data collection, analysis and reporting;
- Any recommendations made by the position will be in line with relevant legislations and Standard Practices and National Government major policy initiatives;
- Compliance actions or investigations into any issues that may occur within sector agencies and departments;

8. CHALLENGES

- Maintain compliance to existing laws and regulations governing the implementation of the public policies.
- Encourage best practice in work place within the department and the departments and agencies that the position incumbent communicates to accomplish the roles and responsibilities of the section.

- Achieving full compliance in implementing the NEC Decisions and government policies by the sector agencies and departments.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

a) Qualification

The incumbent must have a minimum qualification of a University Degree in Public Administration and Management or other related discipline. A Masters Degree will be an advantage.

b) Knowledge

- Thorough working knowledge and understanding of PNG Government policy development process;
- Working knowledge of research methods, data collection and report writing;
- Sound knowledge of policy coordination and monitoring and implementation process of NEC Decisions.
- Clear understanding of roles and functions of the Sector Agencies and Departments;
- Clear understanding of the Government's MTDP2, NSDP 2030 and PNG Vision 2050 Strategic Directives
- Sound understanding of the Non - Renewable Resources laws of Papua New Guinea, Public Service General Orders 2014, Public Service (Management) Act, 2014 and Public Finance (Management) Act.

c) Skills

Focus strategically. Understands the organization's objectives 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.

Ensures closure and delivers on intended results. Strives to achieve and encourages others to do the same. Monitors and coordinates progress and identifies risks that may impact on outcomes. Adjusts plans as required. Commits to achieving quality outcomes and ensures documentation procedures are maintained. Seeks feedback from stakeholders to gauge their input.

Nurtures internal and external relationships. Builds and sustains relationships with a network of key people internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs.

Demonstrates public service professionalism and probity. Adopts 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 organisational processes and legal and public policy constraints. Operates as an effective representative of the organisation in public and internal forums.

Negotiates persuasively. Approaches negotiations with a strong grasp of the key issues, having prepared well in advance. Understands the desired objectives and associated strengths and weaknesses. Anticipates the position of the other party, and adapts approach accordingly. Encourages the support of relevant stakeholders. Encourages debate and identifies common ground to facilitate agreement and acceptance of mutually beneficial solutions.

Must have basic understanding of computing, email and internet usage.

d) Work Experience

Minimum of six (6) years relevant work experience at a managerial level within the Public Service or the private sector.