

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

DEPARTMENT: Prime Minister & National Executive Council	SYS. POSN. NO.: 67407	REF. NO.: SSP 03	
OFFICE/WING: Operations	DESIGNATION/CLASSIFICATION: Manager – Protocol - Grade 17		
DIVISION: State Services	LOCAL DESIGNATION: Manager – Protocol		
BRANCH: State Services Protocol	REPORTING TO: Director – PM Protocol	SYS. POS. NO.: 450213	REF. NO.: SSP 01
SECTION:	LOCATION: Sir Manasupe House, Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	JD REVISED
Org: 01/ 2011	02/12/2011	CREATED

2. PURPOSE

- To lead, manage and execute designated duties responsibly for effective operations and administration to the Prime Ministers Protocol branch of the department.

3. DIMENSIONS

Financial - Nil	Staff supervised -7	Others - Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Demonstrate managerial responsibilities to lead, plan and control the branch;
- Ensure effective performance to achieve the overall objectives of the PMs Protocol branch;
- Prepare timely report with detailed account on management and operations of the branch.

5. MAJOR DUTIES

- 5.1 To plan, lead, manage and control a team of professionals within the PMs Protocol branch of the department in order to achieve specific objective and goals as reflected in the annual work and corporate plan of the department;

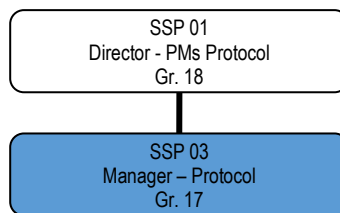
5.2 Delegate task and monitor for progressive results and to engage in capacity building with alignment to developmental growth and change with the public sector reform;

5.3 Prepare annual budgets, Review annual reports on PMs Protocol, and provide timely quarterly reports as required.

6. NATURE AND SCOPE

The position provides protocol services to Governor General, Prime Minister, State Ministers and international dignitaries during any official engagements. The incumbent informs the Director, PMs Protocol on any issues arising and refer matters for resolution.

6.1 WORKING RELATIONSHIPS



a) Internal

- Reports to the Director, PMs Protocol and nurture conducive-environment of growth and development for staff members and liaise with counterparts.

b) External

- Maintain a close working relationship with relevant Government departments and agencies and other key stakeholders.

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 inevitable.

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.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Minimum university qualification of a degree in International Relations, Social Works and or Public Policy Management

(b) Knowledge: Must have excellent knowledge of the following:-

- Thorough knowledge and good understanding of Public Service (Management) Act, Public Financial (Management) Act, Public Employment Act, General Order.

(c) Skills - Ability to demonstrate the following skills at a high level:-

- Ability to lead a dynamic team to provide results within a given time frame
- Sound communication and reporting skills
- Proficient in information communication and technology (ICT)

(d) Experience

- Minimum of five (5) years' work experience in supervisory role from a Public Service or Private Sector.