



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister	SYS. POSN. NO 57064	REF. NO: OS 02	
OFFICE: Office of Secretary	DESIGNATION/CLASSIFICATION: Executive Officer, Gr 18		
DIVISION: Executive	LOCAL DESTINATION: Executive Officer		
BRANCH: OS	REPORTING TO: REF. NO: Secretary	SYS. POS. 67222	NO. OS 01
SECTION:	LOCATION: Sir Manasupe Haus, Waigani		

HISTORY OF POSITION

FILE REF	DATE OF VARIATION	DETAILS
Org: 1/2020	03/04/2020	Reclassified/Revised JD
Org: 2/2016	08/04/2016	Reno/Revised JD
Org: 2/2012	08/04/2012	

2. PURPOSE

To support the Office of Secretary in providing advice, brief reports on the Department issues, Public Service related matters and other Government services that require the Office of Secretary to attend.

3. DIMENSION

Financial: Nil	Staff: Nil	Others: Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Ensure sound advice and brief reports on the Department issues, Public Service-related matters, and other government issues to the office of Secretary.
- Ensure all the policy documents are assessed by the Divisions and appropriate responses and feedback are made on a timely basis.
- Ensure coordination of the Annual Budget Appropriation and Workplan for the Office of Secretary with the Corporate Service.

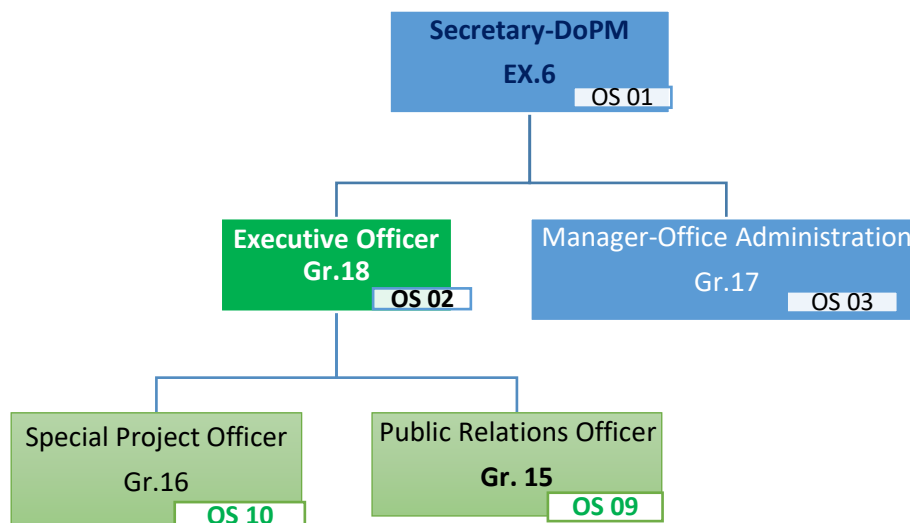
5. MAJOR DUTIES

- 5.1 Provide advice and briefs to the Secretary on Department internal and external issues and environment including wider sector influence.
- 5.2 Suggest strategic options and alternatives in guiding the Secretary on specific issues affecting the Department and require the attention of the Secretary to Prime Minister.
- 5.3 Obtain information for the Secretary on matters relating to the main areas of the Office's responsibility and others affecting the Department.
- 5.4 Attend meetings and other relevant events as requested by the Secretary.
- 5.5 Assists in coordination and interaction with the Office of the Prime Minister.
- 5.6 Support the Office of Secretary in building and maintaining effective relationships with key stakeholders.
- 5.7 Liaise effectively with Heads of Departments and Agencies to ensure good communication flows between the Office of the Secretary and other Departments.
- 5.8 Assist Secretary to ensure the Department meets all management requirements of applicable legislation and regulations.
- 5.9 Liaise with Corporate Service and provide appropriate assistance to consolidate the information in the Annual Budget preparation.
- 5.10 Provide accurate, timely and reliable reports as requested by the Office of Secretary.

6. NATURE AND SCOPE

This is a senior position and reports directly to the Secretary and maintains constant communication with all business units within the Department. It attracts the contract category of "B" of the Public Service Senior Employment Contract.

6.1 WORKING RELATIONSHIP



Internal

- The position reports to the Office of Secretary and liaises with Senior Management of the Department and staff members.

- The position also liaises closely with the Manager-Office Administration and two subordinating staff of the Office to ensure a smooth flow of information and documents to the Secretary.
- Networking and connect with colleagues to promote friendly working relationships and higher performance outcomes in the office of the Secretary and the Department.

External

- The Executive Officer is required to communicate regularly with the Office of the Prime Minister, National Executive Council Secretariat, Governor General's Office, Speaker of Parliament, relevant Government Departments and Agencies including international organizations other key stakeholders and clients of the Office of Secretary.

6.2 WORK ENVIRONMENT

The position is an administrative role and supports the Office of Secretary by providing advice and briefs on matters affecting the Department and external issues that require the attention of the Secretary.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/Procedures

The position operates under the regulations of the Public Service (Management) Act, Public Service General Order, Public Finance (Management) Act, the Department procurement policy and good ethics at the workplace.

Decision

- Control sensitive information flow into and out of the Office of Secretary.
- Formulates and sets goals, targets, and priorities of the Office of Secretary.
- Set office operational policies and procedures, Annual Budget preparation and represent Office of Secretary in other Department's meetings and discussions.
- Make decisions to improve the business processes and procedures for the Office of Secretary.
- Make decisions to ensure prompt resolution of contentious issues within the Office of Secretary.

Recommendations

- The new policy and strategic proposals.
- Approval of the Section Corporate and Management Plan.
- Proposal for a new system to improve document tracking within the Department.
- Issues affecting the Department and other stakeholders.

8. CHALLENGES

- Maintain compliance with the existing laws and regulations.
- Maintain an effective flow of information and confidentiality of documents to the Office of Secretary.
- Work together to promote team dynamics and continuous participation.

9. QUALIFICATION, EXPERIENCE AND SKILLS

Qualification

The incumbent must have a minimum qualification of a University degree in Public Administration, Public Policy Management, Communication or other relevant qualifications.

Knowledge

Must be knowledgeable and have a good understanding of;

- Good understanding of the Prime Minister & NEC Act, Public Service (Management) Act, Public Service General Order and Public Finance (Management) Act.
- Thorough understanding of the whole of Government Systems and Processes, including the Department of Prime Minister.
- A better understanding of the Government Development strategies, MTDP3 and PNG Vision 2050.
- Knows political, business, public service and media environments in Papua New Guinea.
- Microsoft Office Applications, Emails, and Internet usage.

Skills

- Good ability to plan, coordinate and organize activities.
- Attention to details of correspondences and submissions.
- Multi-tasking skill and results-oriented on various projects with the office of Secretary.
- Good analytical skills.
- Good communications skill (written and verbal) and be able to articulate issues.
- High level of problem-solving skills to identify issues solve the problem systematically.
- Decision-making skills to make tough decisions at the need of the hour.
- People management skills to interact with clients, higher authorities, peers, and subordinates.
- Must be a team player to adapt and able to work in a diverse team.

Work Experience

Minimum of eight (8) years of relevant work experience in a similar field within the Public Sector or Private Sector.