



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> Prime Minister & National Executive Council	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> OS 09	
<b>OFFICE:</b> Office of Chief Secretary	<b>DESIGNATION/CLASSIFICATION:</b> Public Relations Officer, Grade 15		
<b>DIVISION:</b> Executive	<b>LOCAL DESIGNATION:</b> Public Relations Officer		
<b>BRANCH:</b> OCS	<b>REPORTING TO:</b> Executive Officer	<b>SYS. POS. NO:</b>	<b>REF. NO:</b> OS 02
<b>SECTION:</b>	<b>LOCATION:</b> Sir Manasupe Haus, Waigani		

**HISTORY OF POSITION**

FILE REF.	DATE OF VARIATION	DETAILS
ORG: 2/2020	10/03/2020	Reclassified/Redesignated/JD Reviewed

**2. PURPOSE**

To lead, manage and execute duties for the effective operations and administration of the Office of the Secretary's public relations activities.

**3. DIMENSIONS**

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

- Ensure effective performance to achieve the overall objectives of the Office of Secretary's public relations requirement.
- Prepare timely reports with detailed accounts on the management and operations of the office, where Public Relations is concerned.

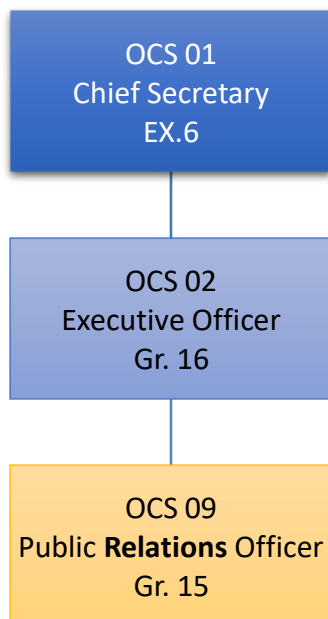
## 5. MAJOR DUTIES

- 5.1 To take charge of the Chief Secretary's public relations activities to achieve the specific objectives and goals as reflected in the annual work plan and corporate plan of the Office of the Secretary.
- 5.2 Take charge of the marketing and branding concepts of the Office of the Secretary.
- 5.3 To engage in capacity building with alignment to development growth and change within the public sector reforms.
- 5.4 Monitor, analyze and communicate Public Relations results as and when required.
- 5.5 Establish and maintain good relations with the media and government departments and other relevant stakeholders.

## 6. NATURE AND SCOPE

The position provides advice and support to the Manager – Office administration and staff of the Office of the Secretary on public relations matters. The position informs the Executive Officer (EO) on any issues arising and refers matters for resolution.

### 6.1 WORKING RELATIONSHIPS



#### (a) Internal

The Public Relations Officer reports to the Manager – Office Administration and liaises with Departments Media Unit, staff members and counterparts to deliberate on government agenda.

#### (b) External

- Maintain a close working relationship with relevant government departments and agencies and other key stakeholders to address government businesses.
- Maintain cordial relations with mainstream media entities to facilitate proper coverage of news and advertorials.

## 6.2 WORK ENVIRONMENT

The position is administrative and is located in Sir Manasupe House, Waigani, however, when required, official visits to government agencies within and outside of the National Capital District to undertake clientele services are inevitable.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### Rules/procedures

- Prime Minister and National Executive Council Act
- NEC Decisions
- Public Service (Management) Act of 2014
- Public Service General Orders 2014
- Public Finance (Management) Act of 2016
- Medium Term Development Plans (MTDP); 2015 - 2017
- National Strategic Development Plan 2030
- PNG Vision 2050 Strategic Directives
- Senior Contract performance metrics as indicated in the Contract document.
- Staff matters such as discipline must be handled with a consultation with HRM.

### Decision

- Set goals, targets service standards and priorities for the branch in line with Corporate Plan
- Direct activities and operation of the branch;
- Change procedures and processes of the performance of the branch;
- Make decisions to ensure the prompt resolution of contentious issues.
- Prepare requisitions for the branch's programs/activities.

### Recommendations

- Improvement of reporting activities and programs of the branches within the Department.
- Any recommendations made by the position will be in line with relevant legislation and Standard Practices and National Government major policy initiatives;

## 8. CHALLENGES

Key challenges for the job include the effective implementation of corporate communications on new initiatives and special programs within the Department.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

**a) Qualifications**

The incumbent must have a minimum qualification of a Bachelor's Degree in Journalism/Public Relations and Media Studies from a recognized tertiary institution.

**b) Knowledge**

- Must be well versed with the various media outlets in the country and their scope of work.
- Thorough knowledge and understanding of the Public Service (Management) Act, Public Finance (Management) Act, Public Service General Orders, and other relevant acts.
- Sound knowledge of media ethics is essential.
- The ability to work with websites and social media networking is desirable.

**c) 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.
- High level of communications skill (written and verbal) and be able to articulate issues.
- Problem-solving skills to identify issues solve the problem systematically.
- 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.

**d) Experience**

A minimum of five (5) years of work experience in a similar field either in the Public or private sector.