



**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 10	
<b>OFFICE:</b> Office of Secretary	<b>DESIGNATION/CLASSIFICATION:</b> Special Project Officer – Grade 16		
<b>DIVISION:</b> Executive	<b>LOCAL DESIGNATION:</b> Special Project Officer		
<b>BRANCH:</b> OS	<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**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
ORG: 2/2020	10/03/2020	Redesignated/ Reclassified/JD reviewed

**2. PURPOSE**

Responsible for planning, organizing, and coordinating special project activities and directing specific aspects of the overall work program, and provide advice to the Secretary on specific policy and other issues related to special projects which require the Department's or Executive Government's attention.

**3. DIMENSIONS**

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

- Provide timely and relevant advice to the Secretary on special priority policy issues and other matters related to the special projects.

- Provide sound options or alternatives for consideration by the Secretary.
- Provide advice and reports to the Secretary on special projects from time to time.

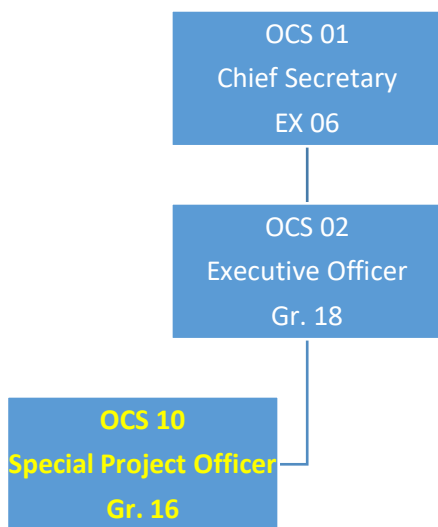
**5. MAJOR DUTIES**

- 5.1 Provide advice on special projects requiring immediate attention by the Secretary.
- 5.2 Participation in the formulation of policies related to special projects and ensure that these policies are adhered to in the department's programs, projects, and other activities.
- 5.3 Plan and Organize project activities to make sure projects are completed on time with minimum cost.
- 5.4 Coordinate and monitor special projects as directed by the Secretary from time to time.
- 5.5 Undertake analysis and assessment of special projects and provide options or alternatives on issues that arise.
- 5.6 Prepare and submit timely reports to the Secretary.

**6. NATURE AND SCOPE**

The position provides advice and support to the Secretary and staff of the Office of the Secretary on matters relating to special projects. The position informs the Secretary on any issues arising and refers matters for resolution.

**6.1 WORKING RELATIONSHIPS**



(a) Internal

Reports to the Secretary on matters related to special projects and liaises with senior officers.

**(b) External**

Maintain dialogue and alliances with public and private sector stakeholders.

**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 2014, Public Service General Orders 2014, Public Finance (Management) Act 2016, Medium Term Development Plans (MTDP); 2015 – 2017, National Strategic Development Plan 2030, PNG Vision 2050 Strategic Directives, and Senior Contract performance metrics as indicated in the Contract document.
- Staff matters such as discipline must be handled in 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 Public Policy Management, Project Management or economics from a recognized tertiary institution.

**b) Knowledge**

- Knowledge of the structure and systems, social, economic and political issues and the Government's development and whole of government reform agenda consistent with PNG Vision 2050.
- Thorough knowledge and understanding of the Public Service (Management) Act, Public Finance (Management) Act, Public Service General Orders, and other relevant Acts.

**c) Skills**

- Good ability to plan, coordinate and organize activities.
- Attention to details of project 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.
- 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.
- Computer literate.

**d) Experience**

A minimum of four (4) years' work experience in a similar field either in the Public or private sector.