



Papua New Guinea Public Service
Position Description



1. IDENTIFICATION

AGENCY: Department of Works & Highways	SYSTEM POSITION NO:	REF NO: 60ABNME01
WING: Network Planning, Design & Standards	DESIGNATION/CLASSIFICATION: Assistant Secretary - Network Monitoring & Evaluation	Grade 17
DIVISION: Network Management & Funding	LOCAL DESIGNATION: Assistant Secretary – Network Monitoring & Evaluation	
BRANCH: Network Monitoring & Evaluation	REPORTING TO: First Assistant Secretary - NM&F	SYS. POS. NO: REF: 60NPPM01
SECTION:	LOCATION: Headquarter - Boroko	

History of position

File ref:	Date of variation	Details
111-60-A00	10/12/2021	Reno, Re-design

2. PURPOSE

Reporting to the First Assistant Secretary - Network Management & Funding, the Assistant Secretary Network Monitoring and Evaluation provide technical leadership to do the Monitoring, Evaluation, Reporting and Improvement to develop project framework, plans and indicators to capture performance results of the National Government's development infrastructure programs/projects and provide effective, accurate and timely monitoring, evaluation, reporting and improvement of all project activities/programs.

3. DIMENSION

The significant aspect of this position is to supervise and manage the Monitoring, Evaluation, Reporting and Improvement (MERI) branch to design and implement project M&E activities for new, on-going and stalled/queried projects in close consultation with the Budget/Project Steering Committee in conjunction with the Provincial Works Managers (PWMs) and Regional Works Managers (RWMs) in line with project implementation schedules, budget and annual cash flow projections.

4. PRINCIPAL ACCOUNTABILITIES

Reporting to the First Assistant Secretary (Network Planning Programming & Monitoring), the activity head provides the technical and administrative support in ensuring that the (MERI) M&E frameworks & activities of the branch are effectively implemented to capture the project results transparently, accurately and consistent with prescribed Government of Papua New Guinea legislations i.e. the Public Finance Management Act (2018), Procurement Act (1997) and the PNG Planning & Monitoring Responsibility Act (2016).

5. MAJOR DUTIES

Advance the achievement of the Planning Programming and Financing Management and sustainability of Connect PNG, the National Road Network Strategy (NRNS), and the DOW Corporate Plan.

Under the direction of the First Assistant Secretary, provide support on strategic oversight and:

1. Supervise and coordinate the reporting, monitoring and evaluation activities of the branch/department to ensure programs/projects are implemented successfully as planned and scheduled.
2. Oversee the development and implementation of the monitoring & reporting plan/framework to capture periodic project performance and results of the National Government's Public Investment Programs (PIP)/Development.
3. Coordinate and furnish periodic physical and financial reports of all new, on-going and stalled PIP/Development programs/projects for Senior Management, external agencies and Donor partners.
4. Oversee and/or conduct routine provincial and/or regional project site visit on PIP projects to verify project operations with Regional Works Managers (RWM)s, Provincial Works Managers (PWM) and Provincial Civil Engineers (PCE)/ or Project Engineer and ensure quality data collection for management analysis and evaluation.
5. Supervise and coordinate internal monitoring systems to effectively track and monitor financial and physical status of Public Investment Programs/Development projects including project audit, data collection, analysis and decision making for Senior Management and Project Steering Committee (PSC).
6. Ensure high quality implementation of M&E activities, including routine quality data audits/checks during the project lifecycle to maintain legal compliance to PNG Planning & Monitoring Responsibility Act (2016), Procurement Act (1997) and the Public Finance Management Act (2018) and the Audit Act (1997)
7. Coordinate, support and train M&E subordinates in capacity building to better improve and enhance skills.
8. Ensure relevant project data securely maintained in M&E data base and protection of management information system for confidentiality government and public interest.
9. Coordinate, facilitate and attend Transport Sector, Monitoring, Reporting and Evaluation Committee (TSCMIC) meetings or government/business information forums/and or sessions and provide report on the MRE requirements, timelines and other feedback to management.
10. Other management duties as delegated by the First Assistant Secretary and consistent with the job description.
11. Develop training programs for the Department personnel in the provinces to provide adequate training for them to be able to carry out M&E Programs
 1. In collaboration with the First Assistant Secretary, Governance and Compliance, develop and implement governance and risk frameworks to identify, manage and minimise financial, reputational, and service

delivery risks, including the development and implementation of a **DOW Risk Management Framework, DOW Code of Conduct** and **DOW Leadership Contract Agreement**

2. In collaboration with Divisional & Managers, Supervisors implement the Department’s **Governance Policy Framework** and consistent with best governance practice principles and the Government approved governance and ethics framework.
3. Ensure the **Leadership Contract Agreement** is fully implemented across the Branch to ensure best governance practice principles are establish outcome measures for all programs contributing to the achievement of the strategic outputs of the Department.
4. Comply fully, and ensure staff comply fully, with the Public Service Code of Conduct, all applicable legislation, standards, policies, DPM General Orders, Finance Regulations, and lawful managerial directions in the conduct of the Division’s work and workplace behaviour.

ii. Implement key organisational responsibilities

1. In support with the First Assistant Secretary to implement the organisational transformation program in DOW to enable it to become a successful road network manager and fulfil mandate.
2. Consistent with the **DOW Staff Performance Management System** and **DPM General Order 5**, ensure that each employee in the wing has their own **Performance and Development Plan** that provides them with clear work direction and development goals.
3. Develop the capacity of each employee in the Branch by providing targeted training and developmental opportunities directly relevant to their role and the needs of the Division.
4. Provide the First Assistant Secretary with regular reports on key issues in the Branch and recommendations for any required action.
5. Conduct regular staff meetings weekly to discuss work related issues, identify problems, and develop solutions to enable the effective delivery of functions and services.
6. Undertake efficient, effective, and timely procurement within the Government’s requirements that enables the delivery of the Branch’s services on time and within budget.
7. Under the direction of First Assistant Secretary, maintain effective communication with key stakeholders about the strategies and operations of the Department to secure policy and strategic support for the Department and its role in the whole of government planning and execution of policies.

6. NATURE AND SCOPE

The nature of this position is to support the First Assistant Secretary in overseeing the Monitoring Evaluation Reporting & Improvement branch by providing technical support to ensuring quality reporting of programs/projects with consideration to the Departments Corporate Plan, Government’s medium and long infrastructure development plans and policies. i.e., Vision 2050, MTDP III, NRSN and the Connect PNG 2020-2040).

6.1 Working relationship

Who	Why
<i>Internal</i>	
First Assistant Secretary	Providing high level support consistent to the deliverables with the roles and responsibility of the position
Regional Works Managers	Interacts on an on-going basis to capture and provide project performance results

Provincial Works Managers	Interacts on an on-going basis to capture and provide project performance results
<i>External</i>	
FAS (DNPM, Treasury, Finance, Planning)	<ul style="list-style-type: none"> • Department's Policies and Strategies • Work Plans and Budgets • Departments corporate performance issues • Monitoring & Evaluation of Network
Provincial & District Administrators	<ul style="list-style-type: none"> • Department's Policies and Strategies • Work Plans and Budgets • RAMS & BAMS Data
Development Partners	<ul style="list-style-type: none"> • Relevant development funding issues

6.2 Working environment

The Assistant Secretary (Monitoring Evaluation Reporting and Improvement) is more of a technical position than administrative. It requires an individual who will provide technical leadership to develop project framework, plans and indicators to capture performance results and provide effective, accurate and timely monitoring, evaluation reporting and improvement of all National Government infrastructure program/project activities to Executive Management, external agencies, donor partners and other interested stakeholders as required. Routine project site visits, reviews and meetings will be conducted in the provinces and regions annually to maintain dialogue and business relationships.

6.3 Reporting arrangements

(a) Reporting Line

First Assistant Secretary

(b) Direct Reports

(c) Indirect Reports

Program Managers

Field Operations

6.4 Budget & Expenditure

Budget: In accordance with approved annual budget appropriation

Financial Delegation: In accordance with current instrument of financial delegation

7. CONSTRAINTS, FRAMEWORKS, AND BOUNDARIES

The position operates with a high degree of autonomy under the direction of the First Assistant Secretary within the constraints, frameworks, and boundaries set by high-level Government policy and applicable legislation, in particular, the Public (Services and Management) Act and its regulations, the Department of Personnel Management General Orders, the Public Finances (Management) Act, the National Public Service Code of Conduct,

the DOWH Leadership Agreement National Procurement Commission Act, the Road (Management and Fund) Act 2020, the PNG National Road Network Strategy, and other associated legislation and policy relevant to the role.

The process of planning, coordinating, reporting and managing risks in projects in the public sector of Papua New Guinea is in line with the Project Cycle Procedural Guidelines which includes the stages of identification, formulation, design, appraisal, selection, negotiation, approval, preparation for start-up or activation, implementation, completion or termination, transition and evaluation and follow-up analysis.

The Consolidated Budget Operating Rules (CBORs) will be the source of all fiscal management and budget policy management information in managing public sector budgeting in PNG. These budgeting rules will be the Government's authoritative source for national departments, statutory authorities and provincial administrations (agencies) to effectively manage and control public expenditure throughout the financial year and in the preparation of Budget submissions.

8. CHALLENGES

The biggest challenge lies in the area of inconsistent and incorrect reporting of physical and financial aspects of the projects. Due to poor or untimely submission of on-going status reports of the programs/projects from Provincial Works Managers (PWMs), the branch cannot maintain an effective and reliable M&E data base system and report.

The National Government on the other hand is not able to make constructive decisions due to inaccurate outdated information. This could result in poor delivery of public service and utilities.

9. REQUIRED COMPETENCIES

- (Demonstrated level experience in road and other infrastructure maintenance, rehabilitation, and construction, to specified road technical standards, including developing associated implementation strategies, programs, work plans, programs, and projects.
- Demonstrated senior level experience in providing high level strategic and technical advice on road and other infrastructure maintenance, rehabilitation, and construction, to executive level management in government agencies and public sector organisations, including on projected costings, economic implications, social equity considerations, and environmental impacts.
- Thorough understanding of road and other infrastructure maintenance, rehabilitation, and construction principles and practices, road sector policy issues in PNG and government road sector reform initiatives, including detailed knowledge of the PNG Road (Management and Fund) Act 2020, the PNG National Road Network Strategy, the PNG National Transport Plan, or the capacity to quickly obtain that knowledge.
- Demonstrated senior level experience working with relevant government agencies in PNG in the development of road networks and other public infrastructure.
- Highly developed interpersonal skills and a demonstrated ability to communicate and negotiate effectively with a diverse range of groups and prepare high quality reports.
- Demonstrated capacity to work independently as well as contribute positively to a team environment.
- Competence with a range of computer software programs, including Word, Excel, and PowerPoint and any applicable specialist programs.
- Compulsory: Bachelor level degree in civil engineering from a recognized institution. Additional postgraduate qualifications in transport policy, business studies, public administration, environmental studies, or related field will be highly regarded.
- High standards of integrity, professionalism and accountability and the ability to uphold the credibility of the Department.