



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

Form OD2.7



### 1. IDENTIFICATION

<b>AGENCY:</b> Department of Works & Highway	<b>SYS. POSN. NO:</b>
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> Policy Coordinator (Corporate Governance) – Grade 14
<b>DIVISION:</b> Policy Compliance	<b>LOCAL DESIGNATION:</b> Policy Coordinator (Corporate Governance)
<b>BRANCH:</b>	<b>REPORTING TO:</b> <b>SYS. POS. NO:</b> <b>REF. NO:</b> Manager - Policy Coordination    60 GCPC 02
<b>SECTION:</b> Policy Coordination	<b>LOCATION:</b> Headquarter, Boroko

### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

### 2. PURPOSE

The policy coordinator (Corporate Governance) shall be responsible for the research and development and coordination of all the corporate policies. He will be responsible for reviewing expired policy and processes. He will also monitor the implementation of approved DoW corporate policies. Evaluate and review policy and procedure within the Department of Works.

### 3. DIMENSIONS

The Policy and Compliance Coordinator will lead the development and implementation of an informed policy framework and drive organisation-wide compliance and improvement initiatives. The primary purpose of the position is to initiate and undertake research; manage consultation and business process; develop and implement key policies and procedures; and through evaluation activities, monitor compliance across the organisation. The position requires the officer to be a team leader and required to develop capacity in the field of public policy and research. Develop wide range of in-house polices. Report directly to the FAS (Policy and Coordination).

### 4. PRINCIPLE ACCOUNTABILITIES.

- The policy coordinator is accountable to compile and maintain up-to-date the inventory of business processes followed by divisional staff in the discharge of their responsibilities.
- To be responsible to the Manager (Policy Coordination) on a daily basis.
- He/ She will be responsible for undertaking research, analysis, coordination and planning in support of the Policy section in the Department.
- To coordinate and supervise work performance of officers in the section.
- To assist divisions of the Department in the review and formulation of Policies on a daily basis.
- To provide capacity for research, analysis and development of policy to improve the effectiveness of internal system and processes within the Department.

### 5. MAJOR DUTIES

- 5.1 Assist the Manager (Policy Coordination) on a daily basis.
- 5.2 Ensure all policy procedures and business processes are documented in the Finance and administration procedures manual and maintain in the intranet.
- 5.3 Prepare, co-ordinate and oversee the drafting of Department policies and procedures.
- 5.4 The incumbent is responsible for documenting all key business processes and the corresponding procedures, which must also be linked to existing financial and administrative policies.
- 5.5 Prepare section performance targets in line with the divisional work plan.
- 5.6 Develop and undertake policy related training requirements for branch staff and other DoW Officers
- 5.7 Provide approved policy to Manager Policy -Coordination for awareness purposes and publication.
- 5.8 Advise the Manager on all developments relating to policy matters.

## 6. NATURE AND SCOPE

The position is under the Policy Coordination unit of the Division, The officer reports to the Manager on a daily basis, the officer is responsible for internal and external policy matters for the department. Policy Analysis and Advice to the management. Policy Development, Research and Evaluation.

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

Manager Policy Coordination and subordinate staff.

#### (b) External

Nil

### 6.2 WORK ENVIRONMENT

It requires an experience person who has 5 – 10 years experience in the field of policy research and development. A good background experience with public policy and public sector rules and regulation.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures**

Duty perform should be in line with the position duty statement and the General Order.

- **Decision**

Decision should follow channel of communication and should be in line with the position duty statement and the General Order.

- **Recommendations**

All recommendation should be forward to the Manager for endorsement.

## 8. CHALLENGES

Effective Performances of Policy role requires sound knowledge and understanding of various technical and administrative system and process within Department of Works.

Funding difficulties to deliver policy activities effectively (awareness and implementation).

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **(a) Qualifications**

Appropriate Degree in public policy and management. Alternatively, possession of such other educational qualifications acceptable to the Department of Personal Management.

### **(b) Knowledge**

Sound and thorough knowledge in policy research work. Sound and thorough knowledge in the Public Service Management Act and the General Order. Computer Literate

### **(c) Skills**

Ability to carry out applied research and policy survey. Good command of oral and written English. Ability to interpret technical terms will be an advantage. Management and computer skills.

### **(d) Work Experience**

A minimum of five (5) years working experience in a Government Department or in a similar job.