



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form OD2.7

1. IDENTIFICATION

AGENCY: Department of Works & Highway	SYS. POSN. NO.:	REF. NO.: 60 GCPC 06
OFFICE:	DESIGNATION/CLASSIFICATION: Policy Coordinator (Technical Governance) – Grade 14	
DIVISION: Policy Compliance	LOCAL DESIGNATION: Policy Coordinator (Technical Governance)	
BRANCH:	REPORTING TO: Manager - Policy Coordination	SYS. POS. NO.: 60 GCPC 02
SECTION: Policy Coordination	LOCATION: Headquarter, Boroko	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

2. PURPOSE

The purpose of the role is to develop and coordinate technical policies and carry out awareness for policy development and coordination in the department in line with the priority strategic objective of the corporate governance wing. The role will involve research; and analysis of specific regulations, new policy initiative and review of expired policy and procedure within the department of Works. The Policy Coordinator (Technical Governance) will further work closely with the Manager (Policy Coordination) to ensure governance and compliance framework is develop and implemented.

3. DIMENSIONS

The dimension and scope of the position is broad as per the policy development and coordination across the department operation. The function and role is to coordinate, review and develop new policies in line with business standard operating procedure and internal control system. Implement strategic objective of the division. Assist mangers in development of key polices and implement key indicator of the division . The position requires the officer to be a team leader and require developing capacity in the field of public policy and research. Report directly to the Manager (Policy Coordination).

4. PRINCIPLE ACCOUNTABILITIES

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 Coordination section in the Division. To coordinate and supervise the overall daily operations of the Policy Coordination section. The officer will work closely with all relevant functional activities of DoW and engage externally with stakeholders if need be. To assist divisions of the Department in the formulation of Policies on a daily basis. To provide technical support to improve the effectiveness of internal system and processes within the Department.

5. MAJOR DUTIES

- 5.1 Assist the Manager (Policy Coordination) a on a daily basis.
- 5.2 Receive and undertake policy initiative from Divisions as required.

- 5.3 Prepare, co-ordinate and oversee the drafting of Department technical policies and procedures.
- 5.4 Annalise and verify completed draft policies for consultation and approval.
- 5.5 Prepare section annual performance targets and work plan annually.
- 5.6 Provide approved technical policy matters to Manager Policy Coordination for awareness purposes and publication on the intranet.
- 5.7 Advise the Manager on all developments relating to policy matters.
- 5.8 Develop and undertake technical policy related mentoring and training requirements for branch staff and other DoW Officers
- 5.9 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.

6. NATURE AND SCOPE

The position is under the Policy Coordinator- Technical unit of the Policy Coordination section. 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 on policy development, research and evaluation.

6.1 WORKING RELATIONSHIP

(a) Internal

Manager policy, senior policy coordinator, publication/communication officer, and other activity heads.

(b) External

Nil

6.2 WORK ENVIRONMENT

It requires an experience person who has 10 – 15 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 or Diploma in Public Administration or in Public Policy Management. Alternatively, in 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, Public Finance Management Act and the General Order. Computer Literate.

(c) Skills

Ability to carry out applied research. 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.