



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: Department of Works & Highway	SYS. POSN. NO:	REF. NO: 60 GCPC 08
OFFICE:	DESIGNATION/CLASSIFICATION: Risk Monitoring Officer	- Grade 14
DIVISION: Policy Compliance	LOCAL DESIGNATION: Risk Monitoring Officer	
BRANCH:	REPORTING TO: SYS. POS. NO: REF. NO: Manager- Corporate & Technical Compliance 60GCPC 03	
SECTION: Corporate & Technical Compliance	LOCATION: Headquarter, Boroko	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

2. PURPOSE

To provide effective and efficient risk management plan that demonstrate full compliance to DoW corporate governance system and processes and to identify potential problems before they occur. The role of a risk monitoring is to communicate risk policies and processes for the department to all employees and activity heads.

3. DIMENSIONS

The dimension and scope of the position is broad as per the risk across the department operation. The function and role is to perform operational risk identification and assessment within business standard operating procedure and internal control system. Implement strategic plan to prevent, eliminate and mitigate operational risks. Assist managers in development of key risk and control indicators and coordinate operational risk reviews in the department.

4. PRINCIPLE ACCOUNTABILITIES

- To be responsible to the Manager (Corporate & Technical Policy Compliance) on a daily basis.
- Responsible for undertaking research, analysis, coordination and planning in support of the risk management activities.
- The officer will work closely with all relevant activity heads and process owners to ensure risk are identified and mitigation plan is develop to address the risk. .
- To underpin and support the achievement of DOW corporate objectives and demonstrates full adherence to risk management plan.
- Embeds risk management practice within all services and support functions that will measured improvement in risk, incident reporting.

5. MAJOR DUTIES

- 5.1 Assist the Manager (Policy Development & Coordination) a on a daily basis.

- 5.2 Designing and implementing an overall risk management process for the organisation, which includes the analysis of risk impact on the DoW financial, technical and human resource service.
- 5.3 Performing a risk assessment and analyzing current risks and identifying potential risks that are affecting the DoW operations.
- 5.4 Performing a risk evaluation by evaluating the DOW previous handling of risks, and comparing potential risks with criteria set out by the DOW in terms of costs and legal requirements.
- 5.5 Evaluate and review existing risk management process and system with in DoW
- 5.6 Develop risk management strategy to ensure legal compliance with the auditors' recommendation.
- 5.7 To be responsible for developing and managing the risk incident reporting aspects of organisational programs for the achievement of DoW Governance Standards.
- 5.8 Ensure analysis of all incidents to identify trends and appropriate recommendations for improvements.
- 5.9 Creating new business process and plans to limit risks in the department.

6. NATURE AND SCOPE

The position is under the Manager – Corporate & Technical Policy Compliance. The officer reports to the Manager on a daily basis. The officer is responsible for internal and external risk management matters for the department.

6.1 WORKING RELATIONSHIP

(a) Internal

Manager Corporate Policy Compliance and all divisional and activity heads including internal audit chief auditor.

(b) External

AGO

6.2 WORK ENVIRONMENT

It requires an experience person who has 5 – 10 years experience in the field of policy research, development and compliance. 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 DoW Policy.

- **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 risk compliance role requires sound knowledge and understanding of various technical and administrative system and process within Department of Works. Funding difficulties for effectively delivery policy compliance activities awareness and implementation is a big challenge.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS**(a) Qualifications**

Appropriate Degree or Diploma in Public Administration or finance Management. Alternatively, possession of such other educational qualifications acceptable to the Department of Personal Management.

(b) Knowledge

Sound and thorough knowledge in policy development and research work. Sound and thorough knowledge in the Public Service Management Act and the General Order and Public Finance management Act. Must be 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 is a must.

(d) Work Experience

A minimum of ten (10) years working experience in a Government Department or in a similar job.