

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY:	SYS. POSN. NO:	REF. NO:
Department of Works & Highway		60 GCPC 13
OFFICE:	DESIGNATION/CLASSIFICATION:	
	Senior Coordinator- Annual Performance Report - Grade 14	
DIVISION:	LOCAL DESIGNATION:	
Policy Compliance	Senior Coordinator- Annual Performance Report	
BRANCH:	REPORTING TO: SYS. POS. NO:	REF. NO:
	Manager - Policy Coordination	60GCPC 02
SECTION:	LOCATION:	
Policy Coordination	Headquarter, Boroko	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS	

2. PURPOSE

The purpose of the position is to assist the senior management to coordinate and prepare the annual performance report for the Department of Works. This include all monthly, quarterly and annual report for all divisions and branch of both corporate service divisions and technical divisions of the Department of Works. The annual report task is mandatory under the General Order and the Public Service Management Act.

3. DIMENSIONS

The dimension of this position is relatively broad across the Department. The role is a coordination function and impacting on the preparation of the annual recurrent and development activity report of the Department of Works and in line with the corporate plan strategic objectives. It requires the officer to work with all activity heads to plan and prepare the Key performance targets report for each activity. The position requires the officer to be a team leader and require understanding of DoW operation work plans and reporting. Review and update standard reporting template and format. Report directly to the Manager Policy and Coordination.

4. PRINCIPLE ACCOUNTABILITIES

- To be responsible and report to the Manager (Policy Coordination) on annual performance report activity or task.
- To be responsible for coordination submission of monthly. Quarterly and annual reports priorities with each division or branch of the Department.
- To coordinate and supervise work performance of officers in the section.
- To assist divisions of the Department in the formulation of reports when required.
- To assist divisions of the Department in the formulation their plans and performance targets.
- To provide capacity for coordinating and compiling annual report for the Department.

5. MAJOR DUTIES

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- 5.1 Assist the Manager (Policy Coordination) a on a daily basis on matters related to annual performance report.
- 5.2 Receive and undertake report editing for all divisions and branch of the department,
- 5.3 To Collaborates with executives and managers to prepare divisional performance reports.
- 5.4 Define and clearly communicate reporting roles, responsibilities and performance objectives to achieve team outcomes
- 5.5 Prepare section performance reports in line with the divisional work plan.
- 5.6 Provide approved policy matters to Manager Policy -Compliance and Communication officer for awareness purposes and publication.
- 5.7 Upload annual performance report on DoW intranet and website.
- 5.8 Develop and undertake reporting related training awareness for branch staff and other DoW activity heads.

6. NATURE AND SCOPE

The position is under the Policy Coordination unit of the executive branch. The officer reports to the Manager on a daily basis. The officer is responsible for internal and external report for the department.

6.1 WORKING RELATIONSHIP

(a) Internal

Manager policy coordination and the Divisional Heads.

(b) External

Nil

6.2 WORK ENVIRONMENT

It requires an experience person who has 5 – 10 years' experience in report task in the public organisation. A good background experience in planning and programming and familiar with 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 reporting role require sound knowledge and understanding of various technical and administrative reporting process within Department of Works. Funding difficulties to deliver report activities effectively (awareness and implementation).

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Appropriate Degree in strategic management planning, monitoring and reporting. Alternatively, possession of such other educational qualifications acceptable to the Department of Personal Management.

(b) Knowledge

Sound and thorough knowledge in reporting process in the public organisation. Sound and thorough knowledge in the Public Finance Management Act, Public Service Management Act and the General Order. Understand DOW reporting framework.

(c) Skills

Ability to carry out planning activity. Good command of oral and written English. Ability to interpret technical terms will be an advantage. Management experience and computer skills.

(d) Work Experience

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