

5. MAJOR DUTIES

- 5.1 Assist the Manager (Policy Coordination) 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 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.