



PAPUA NEW GUINEA PUBLIC SERVICE



Form OD2.7

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Works & Highway	SYS. POSN. NO:	REF. NO: 60 GCPC 14
OFFICE:	DESIGNATION/CLASSIFICATION: Process Coordinator- Corporate - Grade 12	
DIVISION: Policy Compliance	LOCAL DESIGNATION: Process Coordinator – Corporate	
BRANCH:	REPORTING TO: Policy Coordinator - Corporate Governance	SYS. POS. NO: 60GCPC 05
SECTION: Policy Coordination	LOCATION: Headquarter, Boroko	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

2. PURPOSE

The process coordinator (Corporate) duty is to assist the work of the policy coordinator corporate governance on a daily bases. The officer is responsible collecting data and carry out basic policy activity relevant to research, development and monitoring and implementation of policy, procedure, standards and guidelines within the Department.

3. DIMENSIONS

The position requires the officer to be a team player with capacity in the field policy development, research and drafting of policies. Report directly to the Policy Coordinator (Corporate Governance). The position under full supervision of the policy coordinator (corporate Governance).

4. PRINCIPLE ACCOUNTABILITIES

- To be responsible to the Policy Coordinator Governance on a daily basis.
- To ensure thorough and adequate research work is done prior to drafting of policies and procedures.
- To ensure proper documentation of policies and procedures are documented and filed.
- To ensure constant and close liaison is maintained with functional activities in the Department regarding policy matters.
- To ensure that all policies are develop in line with the DoW policy frame work.

5. MAJOR DUTIES

- 5.1 Undertake drafting responsibilities of lower level policies and related documents.
- 5.2 Attend policy workshop and seminars as require.
- 5.3 Compile quarterly policy report as required.
- 5.4 Undertake continuous and close liaison with initiating activities regarding their formulation of their policies.
- 5.5 Assist the Policy Coordinator (Corporate Governance) in the preparation of approved policies for up loading on the intranet.

- 5.6 Maintain and update DoW policy electronic share file and hard copy file.
- 5.7 Compile monthly, quarterly policy periodic report and submitted to the manager (policy coordination)

6. NATURE AND SCOPE

The position is under the policy coordinator and report to the Policy Coordinator on a daily basis, The officer is responsible for internal policy task delegated to him within the Division. The performance of duties mainly internal.

6.1 WORKING RELATIONSHIP

(a) Internal

Senior Policy Coordinators and officers with in the division.

(b) External

Nil

6.2 WORK ENVIRONMENT

It requires an experience officer who has 3-5 years' experience in the public service. A good background experience with policy work.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

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

▪ Decision

The team leader should be consulted before any decision is made in relation to the duty.

▪ Recommendations

Any recommendation forwarded to the Manager through the Principal Policy Coordinator

8. CHALLENGES

Funding to conduct policy awareness programs. Policy owner lack of support in developing policies.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Degree or Diploma in Public Administration or Public Policy Management or other Qualification acceptable by the Department of Personal Management.

(b) Knowledge

Sound and thorough knowledge in policy research development work and Computer literate.

(c) Skills

Good level of proficiency in word and Windows Excel. Strong interpersonal skills. Write and speak good English. Experience in a governmental organization. Good command of oral and written English.

(d) Work Experience

A minimum of three to five years (3-5) experience in a similar field, or work experience in Public Service organisation.