



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: Department of Works & Highway	SYS. POSN. NO:	REF. NO: 60GCPC 16
OFFICE: Works	DESIGNATION/CLASSIFICATION: Process Coordinator - Technical Grade 12	
DIVISION: Policy Compliance	LOCAL DESIGNATION: Process Coordinator - Technical	
BRANCH:	REPORTING TO: Policy Coordinator - Technical Governance	SYS. POS. NO: 60GCPC 06
SECTION: Policy Coordination	LOCATION: Headquarter, Boroko	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

2. PURPOSE

The process coordinator (Technical) duty is to assist the work of the policy coordinator (technical 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. The officer is also responsible to provide reliable and effective assistance to Policy Compliance Division of the Department in the formulation and coordination of governance policies and procedures, on a daily basis.

3. DIMENSIONS

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

4. PRINCIPLE ACCOUNTABILITIES

- To be responsible to the Policy Coordinator – Technical Governance on a daily basis.
- To ensure thorough and adequate research work is done prior to drafting of technical Standard Operating policies and procedures. To ensure proper operating procedures are accomplished.
- To ensure constant and close liaison is maintained with Operation Divisions in the Department regarding policy development and review matters.
- To ensure that all DoW policies are develop in line with the DoW policy frame work.

5. MAJOR DUTIES

- 5.1 Undertake drafting responsibilities of Standard Operating Procedure and related documents.
- 5.3 Compile individual annual work plan and performance target.
- 5.4 Conduct yearly review on all expired policies.
- 5.5 Undertake continuous and close liaison with initiating divisions regarding their formulation of their policies and standards.

- 5.6 Assist the Senior Policy Coordinator Technical Governance in the preparation of approved policies for approval and publication.
- 5.7 Maintain and update DoW policy electronic share file and hard copy file.
- 5.8 Prepare and compile monthly, quarterly and annual policy periodic report on technical policies.

6. NATURE AND SCOPE

The position is under the policy coordination section. The officer reports to the Policy Coordinator-Technical Governance on a daily basis. The officer is responsible for internal policy task within the Department. The performance of duties mainly internal and external when required.

6.1 WORKING RELATIONSHIP

(a) Internal

Policy officers and line activities.

(b) External

Nil

6.2 WORK ENVIRONMENT

It requires an experience officer who has 5 years' experience in the public service. A good background experience with policy development and research.

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 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

Approve training in Policy Research and development or Degree/ Diploma in Public Administration or Human Resource Management or other Qualification acceptable to the Department of Personal Management.

(b) Knowledge

Sound and thorough knowledge in policy research development work. 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 five (5) years experience in a similar field, or work experience in Public Service Administration.