



Papua New Guinea Public Service Position Description

1. IDENTIFICATION

AGENCY: Department of Works & Implementation		SYSTEM POSITION NO:		REF NO:
OFFICE: Works	DESIGNATION/CLASSIFICATION: Deputy Secretary (Road Infrastructure Financing and Procurement) – Grade 19			
DIVISION: Road Infrastructure Financing and Procurement	LOCAL DESIGNATION: Executive Director – Road Infrastructure Financing and Procurement			
BRANCH: Office of the Executive Director (RIF&P)	REPORTING TO: Secretary	SYS. POS. NO: DOW0000000	REF: 60EX01	
SECTION:	LOCATION: Headquarters, Boroko			

History of position

File ref:	Date of variation	Details
TBC	New position	New position

2. PURPOSE

The purpose of the position of **Executive Director, Road Infrastructure Financing and Procurement** is to ensure that the Department achieves long term funding for a sustainable PNG road network through multi-year financing strategy that supports timely procurement and implementation of an efficient and effective multi-year procurement plan, through the effective co-ordination of PNG government, development partners, and PNG Road Fund provided funding, to support the implementation of **Connect PNG, National Road Network Strategy (NRNS)**, and the **DOWH Corporate Plan**.

Reporting to the Secretary, the position's role contributes to the implementation of the Connect PNG Programme, the National Road Network Strategy (NRNS) and other key Government reform initiatives in the road sector by providing strategic leadership to the Department's multi-year funding strategy and overseeing the monitoring and evaluation of the effectiveness of donor and GoPNG funding.

In addition, the role is responsible for ensuring all funding sources are consistent with GoPNG policy priorities, programme effectiveness and to ensure DOW Annual Roads Maintenance Plans meet the requirements legislative requirements of the **Road (Management & Fund) Act 2020**.

3. DIMENSION

Donor grants and loans, the PNG Road Fund, and GoPNG funding constitute the core sources of the funding of maintenance, rehabilitation, and development of PNG's road network. The dimension of the position is very broad, impacting the whole of the Department's strategies, programs, and policies.

The position has direct impact on the preparation, negotiations, and allocation of works program budget valued at over PGK1.5 Billion. In this regard, the Executive Director is expected to exercise independent judgement on the professional adequacy of network strategy and planning submissions in respect to design, depth, consistency, and value to the Secretary's performance obligations with the Minister.

4. PRINCIPAL ACCOUNTABILITIES

1. Advance the achievement of strategic objectives of Connect PNG and the National Road Network Strategy (NRNS) by ensuring programme priorities are reflected in the funding strategy.
2. Oversight and monitor the development of the annual and five-year work programs and the related financing and budgetary plans, for submission to the PNG Road Fund and other agencies, and co-ordinate contracting and procurement activities to support these programs and plans.
3. Lead and provide strategic oversight for the establishment and implementation of a **National Contractor Capacity Development strategy and program** to enhance local content and participation of local contractors in the road construction and maintenance programs and develop and implement the **DOW Contractor Performance Management System** to ensure that contractors are fully meeting their contractual obligations, addressing to project specifications, and adhering DOW Design Standards.
4. Ensure implementation & monitoring of the department's governance strategies to ensure highest level of governance practice and culture is maintained throughout the department.
5. Implement key DOW organizational responsibilities to improve the department's performance.

5. MAJOR DUTIES

- I. **Advance the achievement of strategic objectives of Connect PNG and the National Road Network Strategy (NRNS) by ensuring programme priorities are reflected in the funding strategy.**

Under the direction of the Secretary:

1. Lead and provide strategic oversight for the strategic approach in sourcing, prioritising, managing the effective use of funds that will deliver a robust and resilient road network.
2. Lead the development of a comprehensive multi-year financing plan that aligns the road management and investment strategy with strategic government policies and the national and transport sector integrated budget.
3. Ensure donor, loans, and road fund financing are centrally coordinated to achieve the expected impact DOW envisioned in line with strategic priorities of GoPNG.
4. Undertake high level engagement with strategic partners to secure funding and capacity development to enhance and embed strategic approach to financial management in DOW.

- II. **Oversight and monitor the development of the annual and five-year work programs and the related financing and budgetary plans, for submission to the PNG Road Fund and other agencies, and co-ordinate contracting and procurement activities to support these programs and plans.**

1. Oversight programming and budget preparation is consistent with the **Public Finances (Management) Act** and the **Road (Management and Fund) Act 2020**.
2. Ensure that **Annual National Roads Maintenance Plans** prepared by the Department for submission to the PNG Road Fund meet the legislative requirements of the **Road (Management and Fund) Act 2020** and funding approval requirements set by the PNG Road Fund.

3. In collaboration with senior management, provide the strategic framework for the monitoring and evaluation of Donor, Loans, Road Fund and GoPNG financing of all the funded projects for effectiveness in meeting targets and intended socio-economic goals of the respective projects.
4. Oversight and monitor the development and implementation of the multi-year financing strategy and the effectiveness of the Long-Term Management Contracts.
5. Lead the contracting and procurement function of the Department, to ensure timely, effective and value-for-money contracting and procurement.
6. In collaboration with Senior Management identify, develop, and deliver strategies that create and support an efficient funding and delivery of approved projects on time and within budget.
7. Develop and institute project and program performance tracking and reporting process that engender high performing culture.

III. **Lead and provide strategic oversight for the establishment and implementation of a contractor capacity development strategy to enhance local content and participation of local contractors in the road construction and maintenance programs.**

1. Ensure the establishment and implementation of an effective **Road Contractor Capacity Development Programme** to contribute to the growth of local participation in the road sector.
2. Institute a systematic process whereby road maintenance and construction contractors participate in a joint government and industry growth strategy to build local capacity.
3. Develop and implement the **DOW Contractor Performance Management System**, implement measures to improve contractor performance, and provide regular reports to the Secretary on the performance of road contractors, to ensure full compliance with design standards and contractual conditions and specifications.
4. Implement policy strategies to achieve and sustain a balanced state of play with a developed local capacity to enter the competitive bidding environment at all respective levels and type of contracts.
5. Use contractor registration and classification data to monitor and evaluate; and apply where appropriate, specific, and general to interventions to support and enhance local contractor capacity in the road construction industry.
6. In consultation with the Department of Commerce and Industry (DCI) Implement develop a competency assessment system utilizing the available data in respect to the General Engineering (GE-1) classification which covers prospective contractor registration information for roads, highways, pavements, and bridges.
7. Institute a systematic and consistent monitoring of available capacity especially to help determine appropriate intervention strategy in implementing the government policy to support and strengthen local capacity.

IV. **In collaboration with Executive Director, Governance & Compliance, implement & monitor the department's Governance Strategy to ensure highest level of governance practice and culture is maintained throughout the department**

1. In collaboration with the Executive Director, Governance and Compliance, develop and implement governance and risk frameworks to identify, manage and minimise financial, reputational, and service delivery risks, including the development and implementation of a **DOW Risk Management Framework**, **DOW Code of Conduct** and **DOW Leadership Contract Agreement**
2. In collaboration with Divisional & Senior Managers, implement the Department's **Governance Policy Framework** and consistent with best governance practice principles and the Government approved governance and ethics framework.
3. Ensure the **Leadership Contract Agreement** is fully implemented across the Division to ensure best governance practice principles are establish outcome measures for all programs contributing to the achievement of the strategic outputs of the Department.
4. Comply fully, and ensure staff comply fully, with the Public Service Code of Conduct, all applicable legislation, standards, policies, DPM General Orders, Finance Regulations, and lawful managerial directions in the conduct of the Division's work and workplace behaviour.

V. Implement key organisational responsibilities

1. In partnership with the Secretary and Executive Directors, support and implement the organisational transformation program in DOW to enable it to become a successful road network manager and fulfil mandate.
2. Consistent with the DOW **Staff Performance Management System** and **DPM General Order 5**, ensure that each employee in the wing has their own **Performance and Development Plan** that provides them with clear work direction and development goals.
3. Develop the capacity of each employee in the Division by providing targeted training and developmental opportunities directly relevant to their role and the needs of the Division.
4. Provide the Secretary with regular reports on key issues in the Division and recommendations for any required action.
5. Conduct regular staff meetings weekly to discuss work related issues, identify problems, and develop solutions to enable the effective delivery of functions and services.
6. Undertake efficient, effective, and timely procurement within the Government's requirements that enables the delivery of the Division's services on time and within budget.
7. Under the direction of Secretary, maintain effective communication with key stakeholders about the strategies and operations of the Department to secure policy and strategic support for the Department and its role in the whole of government planning and execution of policies.

6. NATURE AND SCOPE

6.1 Working relationships

Who	Why
<i>Internal</i>	
Secretary	Providing high level advice consistent with the role and responsibilities of the position
Directors and Senior Managers	Consult, inform, and coordinate the implementation of the corporate strategy, plans and programs
<i>External</i>	
<i>Donors & International Financing Institutions, Road Fund</i>	Financing priorities, loan agreement, financing of DOW Works Programme
Secretaries & Deputy Secretaries (DPM, Treasury, Planning, Local Government & Provincial Affairs, Transport)	<ul style="list-style-type: none"> ● Department's Policies and Strategies ● Work Plans and Budgets ● Loans and Donor Funding
Provincial & District Administrators	<ul style="list-style-type: none"> ● Department's Policies and Strategies ● Work Plans and Budgets
Development Partners	<ul style="list-style-type: none"> ● Relevant development and funding issues

6.2 Working environment

The position operates within a highly dynamic and fluid policy and legislative environment, in an organisation that is transforming from a conventional public service environment to a more commercially focused and dynamic business environment.

6.3 Reporting arrangements

(a) Reporting Line

Secretary

(b) Direct Reports

FAS (Road Development Funding)

FAS (Procurement & Contracts)

6.4 Budget & Expenditure

Budget: In accordance approved annual budget appropriation

Financial Delegation: In accordance with current instrument of financial delegation

7. CONSTRAINTS, FRAMEWORKS, AND BOUNDARIES

The position operates with a high degree of autonomy under the direction of the Secretary within the constraints, frameworks, and boundaries set by high-level Government policy and applicable legislation, in particular, the **Public (Services and Management) Act and its regulations**, the Department of Personnel Management **General Orders**, the **Public Finances (Management) Act**, the **National Public Service Code of Conduct**, the **DOWH Leadership Agreement**, the **National Procurement Commission Act**, the **Road (Management and Fund) Act 2020**, the **PNG National Road Network Strategy**, and other associated legislation and policy relevant to the role.

8. CHALLENGES

1. Gaining cooperation, compliance, and engagement to manage and inform Department strategy, portfolio, and governance in an environment of conflicting interests and opinions.
2. Foster and manage internal and external relationships to maximize commitment to the **PNG Road Fund**, **PNG Connect**, **National Road Network Strategy** (NRNS), the **DOWH Corporate Plan**, and participation in the road sector institutional reform program.
3. Manage transformational change to achieve organizational objectives with minimum disruption to operational services delivered by the department.

9. REQUIRED COMPETENCIES

- Extensive experience in road maintenance and development funding policy review and development, including developing associated policy documentation (e.g. Implementation Strategies).
- Demonstrated senior level experience in providing policy advice on road maintenance and development funding to executive level management in government agencies and public sector organisations.
- Thorough understanding of transport economics and road financing sector policy issues in PNG and government road sector reform initiatives, including detailed knowledge of the **PNG Road (Management and Fund) Act 2020** and the **PNG National Road Network Strategy**, **Connect PNG**, and the **National Transport Plan**, the **Public Finances (Management) Act and its Regulations and Orders**, the **National Procurement Commission Act**, and other legislation and Government policy relevant to the role, or the capacity to quickly obtain that knowledge.
- Demonstrated senior level experience working with relevant government agencies in PNG, in the development of road maintenance and development funding policy, strategies, programs and budgets (e.g. the Department of Finance, the Treasury, National Planning).

- Highly developed interpersonal skills and a demonstrated ability to communicate and negotiate effectively with a diverse range of groups and to prepare high quality reports.
- Demonstrated capacity to work independently as well as contribute positively to a team environment.
- Competence with a range of computer software programs, including Word, Excel, and PowerPoint and any applicable specialist programs.
- Bachelor level degree in business management, finance, economics, civil engineering or related field, from a recognized institution. Additional postgraduate qualifications in transport policy, public administration, or a Master of Business will be highly regarded.
- High standards of integrity, professionalism and accountability and the ability to uphold the credibility of the Department.

Core competencies required to be effective in the role:

Capability	Level
Strategic Management & Leadership Practice	Highly advanced
Effective Communication	Highly advanced
Knowledge of Strategic Issues in Transport & Road Sector Infrastructure Development	Highly advanced
Knowledge of Whole of Government Planning Framework	Highly advanced
Business Acumen	Highly advanced
Personal Effectiveness & Relationships	Highly advanced