



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000230	REF. NO: CIIA.10
WING: Operation	DESIGNATION/CLASSIFICATION: Cadet Officer	GRADE: 10
DIVISION: Industry	LOCAL DESIGNATION: Cadet Officer	
BRANCH: Industry Development	REPORTING TO: Principal Business Analyst – Industry Liaison & Support	SYS. POSN. NO: 0230000043
SECTION: Industry Development	LOCATION: Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 nd Floor	REF. NO: CIIA.07

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)
140	16 – 03 – 2000	Restructure
159	11 – 07 – 2007	Restructure
182 – OD 2.3 / 30062014	30 – 07 – 2015	Restructure
189	06 – 12 - 2018	Restructure

2. PURPOSE

The Cadet Officer is a graduate trainee responsible for on job practical hands on experience by working under the supervision of the Principal Business Analyst – Industry Liaison & Support to undertake various duties under the Industry Development branch and perform other administrative duties on a rotational basis.

3. DIMENSIONS

The Cadet Officer reports directly to Principal Business Analyst – Industry Liaison & Support for all duties and interacts with Senior Project Officers to realize the above.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Assist prepare reports on preliminary investigations in possible sites of investments to locate;
- 4.2 Documentation of stakeholder consultation;
- 4.3 Anchoring Foreign Direct Investments with potential industrial projects
- 4.4 Resolves of State agencies to implement the industrial projects;
- 4.5 Formulation of Project Agreements,
- 4.6 Securing necessary approvals from other State Agencies to implement industrial projects;
- 4.7 Formulation of NEC Submission to seek government approvals;
- 4.8 Development of Small-Medium Industries,
- 4.9 Creation of nucleus estates.



5. MAJOR DUTIES

- 5.1 Assist undertake site visits to identify possible project sites, establish the availability of requisite infrastructure and utilities, and carry out prefeasibility studies on project viability;
- 5.2 Arrange and stage consultation meeting with the provincial and local level governments, District Development Authorities, resources owners and project impact area people;
- 5.3 Secure the commitments of investors via signing of MOUs/MOAs;
- 5.4 Arrange and stage National Technical Working Group Meetings to deliberate on new industrial projects;
- 5.5 Draft Project Agreements, secure technical inputs from State agencies, and finalize the Project Agreements;
- 5.6 Negotiate the Project Agreements with project proponents;
- 5.7 Liaise with government agencies on behalf of the project proponent to secure necessary approvals to implement the industrial projects;
- 5.8 Draft and submit NEC submission to obtain necessary approvals from the NEC;
- 5.9 Identify downstream processing activities in the SME sector and develop the small-medium industries;
- 5.10 Identify the potential of small-medium industries in the major industries and create nucleus estates;
- 5.11 Identify and make accessible to small-medium industries the training, finance and appropriate technologies.
- 5.12 Represent the department at various meetings, conferences and forum,
- 5.13 Perform other duties delegated by the First Assistant Secretary - Industry or Assistant Secretary- Industry Development.

6. NATURE AND SCOPE

The Cadet Officer is a graduate trainee and:

1. Assist on Assist undertake site visits to identify possible project sites, and carry out prefeasibility studies on project viability,
2. Act on all directives on behalf of the Principal Business Analyst – Industry Liaison & Support,
3. Liaise with other government departments, CSAs and private organizations and provide support to the Assistant Secretary – Industry Development and the senior management.

6.1 WORKING RELATIONSHIP

6.1.1 Reporting

- To Principal Business Analyst – Industry Liaison & Support on duties undertaken by the Industry Development Branch.

6.1.2 Internal

- First Assistant Secretary – Industry on all administrative duties,
- Assistant Secretary – Industry Development for development of PIP Projects,
- Assistant Secretary – Industry Assistant on other work matter
- Other Divisional Heads, Project Managers, Assistant Secretaries and senior officers on work matters.



6.1.3 External

- Liaise with other government departments, private institutions, and external stakeholders to implement industrial Projects,
- Consult with Commercial Statutory Agencies (CSAs) and Economic Sectors to initiate and implement major industrial Projects,
- Liaise with other donor partners on matters concerning the mandate of the department.
- Establish linkages with Provincial Governments and signed MOA MOUs or project agreements to facilitate investments and development of major industrials projects.

6.2 WORK ENVIRONMENT

- This is a graduate trainee position responsible for practical hands on the job with the duties relating to the industrial and project initiation and development. The incumbent must be a College or University Graduate in Economics, Commerce or Business Development or Project Management.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Cadet Officer is guided by:

- The Mandate and Core business of the Department,
- Various Legislations including Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act, Audit Act, Financial Instructions, and other Industry regulations,
- The PNG Constitution,
- Organic Law on Provincial and Local Level Government.
- Gazettal by Head of State on Ministerial Powers and Functional Responsibilities.
- Vision 2050 and related Development and Implementation Plans

7.2 Decisions

- Set goals, targets and priorities of the Industry Development Branch,
- Set and priorities work plans and activities,
- Review of work procedures and processes,
- Conflict management and resolution,

7.3 Recommendations

- Relevant finance and human resource management strategies,
- Implementation of the Department's Corporate and Management Plans,
- Facilitate dialogue with service providers and other clients,
- Improve budget coordination and implementation,
- Improve asset management,

8. CHALLENGES

- Budget and support services,
- Compliance to Public Service (Management) Act and Public Finance Management Act,



- Maintain best business practice and human resource,
- Change management,
- Alignment of audit strategies to Department's Corporate Plan,
- NEC Directives and Decisions on Audit matters,
- Stakeholder collaboration and Team work
- Restriction to industry information and data.

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

9.1 Qualifications

- A minimum of Bachelors Degree in Economics, Business, Management, Commerce, or other related discipline from a recognised University.

9.2 Knowledge

- Working knowledge of office administration or management,
- Sound knowledge of Government Financial Accounting System and Integrated Financial Management System (IFMS),
- Familiar with Human Resource Management
- Thorough knowledge of the Government Policy framework,
- Knowledge of Integrated Financial Management System, Public Finance Management Act and Public Service Management Act.
- Knowledge of Public Policy and other National Development Plans including MTDP II & III.
- Knowledge of legislations and regulations pertaining to the Department mandate

9.3 Skills

- Demonstrate ability in planning, managing and taking on risks and challenges,
- Proficiency in management and governance,
- Demonstrated ability to build relationships with staff and clients,
- Ability to negotiate and reach understanding on mutual outcomes,
- Demonstrates public service professionalism and probity,
- Maintains good image of the Office of the Secretary and the Department
- Good report writing and oral communication,
- Computer literate and can type at minimum of 100wpm.

9.4 Work Experience

- A minimum of two (2) years work experience in government agencies or private sector with background in Economics, Commerce, Business, Management or Project Management.

STATEMENT SIGNED BY OCCUPANT OF THIS POSITION

In accordance with General Orders 2.40, I do solemnly declare that I will abide by the terms and conditions outlined under this Job Description as an officer of the Public Service of Papua New Guinea and may be held accountable or penalized for any breach of the Revised General Orders 2012 during my term of employment.

Signed: _____