



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000039	REF. NO: CIID.03
WING: Operation	DESIGNATION/CLASSIFICATION: Principal Investment Analyst – FDI / DDI / PPP	GRADE: 15
DIVISION: Industry	LOCAL DESIGNATION: Principal Investment Analyst – FDI / DDI / PPP	
BRANCH: Industry Development	REPORTING TO: Assistant Secretary – Industry Development	SYS. POSN. NO: 0230000014
SECTION: Industry Development	LOCATION: Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 nd Floor	REF. NO: CIID.01

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 Principal Investment Analyst – FDI / DDI / PPP is responsible for facilitating attractive investment, determine the viability of the industrial projects and facilitate industrial projects to develop and grow industries in P.N.G

3. DIMENSIONS

The Principal Investment Analyst – FDI / DDI / PPP reports directly to Assistant Secretary –Industry Development for all duties.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Establishment of an industry database for storing industry data and information;
- 4.2 Development of a one-stop-shop for Foreign Direct Investment;
- 4.3 Formulation of Investment and Industrialization Policies;
- 4.4 Analysis of financial, economic and technical viability of industrial projects;
- 4.5 Due diligence on the genuineness of the investment and financial health of the multinational corporation,
- 4.6 Report of current business environment,
- 4.7 Analysis of the multiplier effect of investment spending in the economy.



5. MAJOR DUTIES

- 5.1 Design an industry database that will be used explicitly to store industry data and information
- 5.2 Determine research methods and devise strategies to collate industries data and information
- 5.3 Develop a framework to create and manage a one-stop-shop facility for potential Foreign Direct Investment;
- 5.4 Devise strategies to facilitate entry of new Foreign Direct Investments into PNG;
- 5.5 In consultation with Policy Division, develop frameworks for Investment and Industrialization Policies;
- 5.6 Create frameworks to perform financial, economic and technical analysis to determine the viability of new and potential industrial projects;
- 5.7 Establish a method to perform due diligence checks on Multinational Corporations that is cross borders to invest in PNG;
- 5.8 Create a framework to pperform industry analysis to assess the current business environment.
- 5.9 Create a framework to analyze the microeconomic environment and anticipate the multiplier effect of Investment Spending in the GDP.
- 5.10 Represent the department at various meetings, conferences and forums,
- 5.11 Perform other duties as delegated by the Asst. Secretary - Industry Development.

6. NATURE AND SCOPE

The Principal Investment Analyst – FDI / DDI / PPP is a senior contract position and:

1. Provides advice on investment of the industrial projects to develop and grow industries in P.N.G to the Assistant Secretary – Industry Development,
2. Act on all directives on behalf of the Assistant Secretary - Industry Development,
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 Assistant Secretary – Industry Development on industrial projects and investment opportunities undertaken by the Industry Development Branch.

6.1.2 Internal

- First Assistant Secretary – Industry on all administrative duties,
- Assistant Secretary – Industry Development to acquire investment information for investment analysis and industry information to update the industry database,
- 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 acquire investment information for investment analysis and industry information to update industry database,
- Consult with Commercial Statutory Agencies (CSAs) on the department functional matters,
- Liaise with other donor partners on matters concerning the mandate of the department.



- Establish linkages with Provincial Governments and signed MOUs of project agreements to facilitate investments and development of industry projects

6.2 WORK ENVIRONMENT

- This is a senior contract position responsible for providing policy and investment advice on the industrial projects development in P.N.G to the Assistant Secretary – Industry Development. The incumbent would be a professional with extensive knowledge and experience investments and project development.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Principal Investment Analyst – FDI / DDI / PPP 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 or preferably a Masters 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 five (5) 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: _____