



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000063	REF. NO: CIID.13
WING: Operation	DESIGNATION/CLASSIFICATION: Project Officer	GRADE: 12
DIVISION: Industry	LOCAL DESIGNATION: Project Officer	
BRANCH: Industry Development	REPORTING TO: Principal PIP Officer	SYS. POSN. NO: 0230000229
SECTION: Industry Development	LOCATION: Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 nd Floor	REF. NO: CIID.10

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 Project Officer is responsible for freeing up land, facilitating the development of trade and investment infrastructure and luring in investment to develop industrial projects in identified areas.

3. DIMENSIONS

The Project Officer reports directly to Principal PIP Officer for all duties and interacts with Project Officer to realize the above.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Implementation of PIP Project promoted by the Department,
- 4.2 Monitoring of PIP Project implementation,
- 4.3 Procurement of goods and services using cash accounting system,
- 4.4 Real time tracking of PIP Project expenditures,
- 4.5 Transparent use of PIP Project funds,
- 4.6 Procurement of technical expertise,
- 4.7 Economic use and safety of PIP Project assets.

5. MAJOR DUTIES

- 5.1 Formulate yearly work plans and budgets to implement the PIP Projects,
- 5.2 Compile fortnightly report on the progress on PIP Project implementation,
- 5.3 Request procurement of goods & services with quotes,
- 5.4 Maintain a General Expenditure Ledger on the spending of PIP Project funds,
- 5.5 Perform monthly bank reconciliation to match Department spending against the Bank Statement,



- 5.6 Administer contracts on 30:40:30 ratios when outsourcing tasks to private firms and individuals,
- 5.7 Consult line agencies for their technical expertise to implement the PIP Projects,
- 5.8 Develop and maintain an Asset Registry to keep track of project assets and their usage,
- 5.9 Represent the department at various domestic and international meetings, conferences and forums,
- 5.10 Perform other tasks delegated by First Assistant Secretary or Assistant Secretary – Industry Development.

6. NATURE AND SCOPE

The Project Officer is a senior position and:

1. Provides advice on the compliance and implementation of PIP Projects,
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 Principal PIP Officer on the implementation of PIP Projects undertaken by the Department through the Industry Development Branch.

6.1.2 Internal

- First Assistant Secretary – Industry on all administrative duties,
- Assistant Secretary – Industry Development on the implementation of PIP Projects,
- Assistant Secretary – Industry Assistant on other work matter
- Policy Division to formulate NEC Submission for necessary approvals to implement the PIP Projects.
- 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 PIP Projects,
- Consult with Commercial Statutory Agencies (CSAs) and Economic Sectors to implement PIP 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 implement PIP Projects.

6.2 WORK ENVIRONMENT

- This is a senior position responsible for providing advice on the implementation of PIP Projects in P.N.G to the Principal PIP Officer. 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 Project 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 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: _____