



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000177	REF. NO: CCPL.08
WING: Operation	DESIGNATION/CLASSIFICATION: Senior Program Officer – SEZ/FTZ	GRADE: 13
DIVISION: Commerce	LOCAL DESIGNATION: Senior Program Officer – SEZ/FTZ	
BRANCH: Provincial Liaison & Special Projects	REPORTING TO: Program Manager - SPEV	SYS. POSN. NO: 0230000176
SECTION: SEZ Research and Development	LOCATION: Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 nd Floor	REF. NO: CCPL.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 Senior Program Officer – SEZ/FTZ is responsible for facilitating development of special economic and free trade zones to stimulate economic growth and development and open up domestic and international trade in designated provinces.

3. DIMENSIONS

The Senior Program Officer – SEZ/FTZ reports directly to Program Manager – SPEV for all duties.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide timely advice and reports to Program Manager - SPEV on special economic zones and free trade zones concepts,
- 4.2 Provide timely advice and reports to the Assistant Secretary – Provincial Liaison & Special Projects on special economic zones and free trade zones concepts,
- 4.3 Implement Branch programs and activities consistent with the Management and Corporate Plan and objectives,
- 4.4 Effectively assist Provincial Government in developing and implementing the special economic zone concepts,
- 4.6 Provide effective support for the development of business incubation centers.
- 4.7 Foster linkages and networking with Provincial Commerce Advisors and District Business Development Officers.



5. MAJOR DUTIES

- 5.1 Facilitate and promote local business and domestic trade and encourage local participation in spin off activities,
- 5.2 Facilitate development of special economic zones and free trade zones concept in designated provinces,
- 5.3 Promote business linkage through establishment of MOAs/MOUs between the department and the provinces on business development in the provinces.
- 5.4 Ensure up to date statistical data and information on special economic zones in the provinces.
- 5.5 Foster linkages and networking with Provincial Commerce Advisors and District Business Development Officers,
- 5.6 Represent the department at various meetings, conferences and forums.
- 5.7 Perform other duties as directed by the Program Manager – SPEV.

6. NATURE AND SCOPE

The Senior Program Officer – SEZ/FTZ is a senior position and:

1. Provide advice on SEZ/FTZ development concepts and domestic trade to the Program Manager – SPEV,
2. Collaborates with other branch heads in pursuing and implementing provincial business development matters.
3. Participate in stakeholder engagement in fostering linkages and networking with Provincial Government in implementing the SEZ/FTZ concepts.

6.1 WORKING RELATIONSHIP

6.1.1 Reporting

- To Program Manager – SPEV on SEZ/FTZ concepts and consult Small and Medium Enterprise (SME) Development Branch on provincial liaison related matters.

6.1.2 Internal

- Program Manager – SPEV and Assistant Secretary – Provincial Liaison & Special Projects on SEZ/FTZ development and consults with SME Development branch head.
- Other Assistant Secretaries consultations on work related matters.
- Consultations with Supervisors and senior officers on work related matters.

6.1.3 External

- Establish linkages and connect with Provincial Governments on implementing the SEZ/FTZ concept.
- Liaise with National and Provincial Government Departments, District Development Authorities and Agencies on matters relating to the Branch; and
- Liaise with other public and private organizations regarding Commerce and Industry matters.

6.2 WORK ENVIRONMENT

- This is a senior position responsible for facilitating domestic trade and investment through implementation of SEZ/FTZ concept and reporting through Program Manager – SPEV that requires a person with substantive background in Commerce and Business development.



7 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Senior Program Officer – SEZ/FTZ is guided by:

- The Department Corporate Plan, Management Plan and various Management directives of the Department.
- Medium Term Development Plans (MTDP 11, 111)
- Various legislations including Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act and industry regulations.
- Bilateral and Multilateral Agreements and Post APEC Commitments 2018.
- SEZ/FTZ Acts of Parliament.

7.2 Decisions

- Set priorities and targets of the Branch,
- Set Branch work plans and activities,
- Review of Branch work plans and activities,
- Data collection and analysis

7.3 Recommendation

- Relevant Branch strategies,
- Implementation of Branch work plans and activities,
- Liaise with the provinces and stakeholders.

8 CHALLENGES

- Compliance to existing laws and regulations,
- Maintain best business practices,
- Implementation of Branch strategies,
- NEC Directives and Decisions on major projects development
- Stakeholder collaboration,
- Capacity building and teamwork,
- Budget and resourcing.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualification

- A minimum of Bachelor's Degree or preferably Masters Degree in Business, Economics, Commerce, Management and Social Sciences or other related discipline from a recognized University.

9.2 Knowledge

- Familiar with business development trends,
- Familiar with SEZ/FTZ development concept
- Thorough knowledge of the Government policy framework,
- Basic knowledge of research methodologies and applications,
- Knowledge of national development plans including MTDP II & II,
- Working knowledge of relevant Public Service legislations and industry regulations.



9.3 Skills

- Demonstrated leadership ability in managing the Branch,
- Demonstrated ability to build relations with staff and clients,
- Ability to negotiate and reach understanding on mutual outcomes,
- Maintain good image of the Department,
- Demonstrate public service professionalism and probity,
- Ability to analyze researches and issues and report writing,
- Computer literacy and use of appropriate software applications.

9.4 Work Experience

- A minimum of at least five (5) years' work experience at the middle management level in key government agencies or private sector with a strong background in SEZ/FTZ Development, 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: _____