



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000073	REF. NO: PIBF.08	
WING: Policy Development & International Business	DESIGNATION/CLASSIFICATION: Senior International Business Analyst – Multilateral / WTO		GRADE: 13
DIVISION: International Business	LOCAL DESIGNATION: Senior International Business Analyst - Multilateral / WTO		
BRANCH: International Business Facilitation	REPORTING TO: Principal International Business Analyst - Multilateral / WTO	SYS. POSN. NO: 0230000051	REF. NO: PIBF.07
SECTION: International Business Facilitation	LOCATION: Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 nd Floor		

HISTORY OF POSITION

FILE REF. (Agency Reference/File No.)	DATE OF VARIATION (Structure approved date)	DETAILS (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 International Business Analyst – Multilateral/WTO is responsible for assisting the Principal International Business Analyst – Multilateral/WTO carry out branch's work programs through: (1) participation in multilateral trade, business and investment meetings and negotiations, (2) contribution in multilateral trade, business & investment facilitation policy outcomes and (3) effective liaison with multilateral stakeholders that promote business & investment across borders.

3. DIMENSIONS

The Principal International Business Analyst - Multilateral/WTO reports directly to Principal International Business Analyst - Multilateral/WTO for all duties and interacts with Senior International Business Analyst – Regional Agreements to realize the above.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Improve efficiency in facilitating business processes and business outcomes through multilateral framework such as WTO / PICTA / PACER arrangements,
- 4.2 Strengthen weak export and import facilitating institutions in line with WTO / PICTA / PACER resolutions/agreements reached in Committee meetings and Leaders Summits,
- 4.3 Achieve desired outcomes from WTO / PICTA / PACER trade agreements, investment promotion and protection agreements.
- 4.5 Demonstrate professionalism and high performance culture promoting ethics and best practices for effective service delivery.



5. MAJOR DUTIES

- 5.1 Contribute to the operation of the Division/Branch in order to implement the Department's Corporate Plan and the division's/branch's work plans,
- 5.2 Encourage and work with the branch staff address policy issues and prepare briefs, policy papers and letters appropriately representing the priorities of the branch,
- 5.3 Analyze business and investment facilitation issues with an objective to improve the flow of goods and services efficiently across all PNG borders while ensuring compliance to all government regulations, instructions and department guideline and processes,
- 5.4 Harness the work of DCI Ministry, corporate agencies and other international business facilitating institutions to effectively promote multilateral business and commercial linkages between PNG's existing and potential partners,
- 5.6 Contribute to and meaningfully engage in multilateral trade & investment agreement negotiations through platforms such as WTO / PACER / PICTA with a view to attaining maximum benefits for PNG.
- 5.7 Represent the department at various domestic and international meetings, conferences and forums,
- 5.8 Perform other tasks delegated by Assistant Secretary – International Business Facilitation.

6. NATURE AND SCOPE

The Senior International Business Analyst – Multilateral /WTO is a senior position and:

1. Provide advice on Multilateral /WTO matters to the Principal International Business Analyst – Multilateral /WTO.
2. Collaborates with other Divisional Heads on Multilateral /WTO matters.
3. Participate in stakeholder engagement in the facilitation of Multilateral /WTO business.

6.1 WORKING RELATIONSHIP

6.1.1 Reporting

- To Principal International Business Analyst – Multilateral / WTO on Multilateral /WTO matters and consults with Business Support and Promotion Branch.

6.1.2 Internal

- First Assistant Secretary – International Business on international business facilitation matters,
- Assistant Secretaries - International Business Facilitation and Business Support & Promotion on international business matters,
- Consultations with other Principal Officers and IBD officers on work related matters,
- Consultations with supervisors and other senior officers on work related matters.

6.1.3 External

- Facilitate dialogue with key state agencies, CSAs under the purview of the Department on matters relating to international business and trade,
- Collaboration with private sector on implementation of sector policies relating to Multilateral /WTO business,
- Dialogue with key government agencies, private sector and investors on the development of international business incentives to promote new investments in the country,



- Dissemination of data and information to relevant state agencies, donor partners, private sector organizations, research institutions and other stakeholders.

6.2 WORK ENVIRONMENT

- This is a senior position responsible for advising on multilateral /WTO business facilitation matters to the Principal International Business Analyst – Multilateral / WTO and senior management and requires a person with technical and managerial experience in International Business Facilitation, Investment and Promotion with exposure to Multilateral / WTO Trade Agreements and Arrangements.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Senior International Business Analyst - Multilateral /WTO 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, ICT Policy, Financial Instructions, and other Industry regulations,
- Internal management policy and practices
- Medium Term Development Plans (MTDP) II & III
- Bilateral & Multilateral Agreements and Post APEC Commitments 2018.
- Vision 2050 and related Development and Implementation Plans.

7.2 Decisions

- Set goals, targets and priorities of the Branch,
- Set Branch's work plans and activities,
- Review of Branch's work procedures and processes,
- Research and data collection
- Conflict management and resolution,
- Recommend to commit funds consistent with Public Finance (Management) Act.

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.



9. QUALIFICATIONS, EXPERIENCE AND SKILLS

9.1 Qualifications

- A minimum of a Bachelor's Degree or preferably a Masters Degree in International Relations, Business Economics or other related discipline from a recognized University.

9.2 Knowledge

- Familiar with government specific policies in relation to international business facilitation,
- Familiar with industry and investment development trends,
- Thorough knowledge of the Government Policy framework
- Knowledge of research methodologies and applications,
- Knowledge of Public Policy and other National Development Plans including MTDP II & III
- Knowledge of relevant legislations including trade negotiations and industry regulations.

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 of experience in key government agencies or private sectors with background in international trade and business facilitation, investment, promotions, policy formulation and matters relating to international business development. A sound knowledge of economic status of PNG, in terms of international business/trade and industry development will be an advantage.

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: _____