



## PAPUA NEW GUINEA PUBLIC SERVICE



### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>DEPARTMENT:</b> Commerce and Industry	<b>SYS. POSN. NO:</b> 0230000241	<b>REF. NO:</b> PIBP.06
<b>WING:</b> Policy Development & International Business	<b>DESIGNATION/CLASSIFICATION:</b> Senior Business Support Officer – International	<b>GRADE:</b> 13
<b>DIVISION:</b> International Business	<b>LOCAL DESIGNATION:</b> Senior Business Support Officer – International	
<b>BRANCH:</b> Business Support & Promotion	<b>REPORTING TO:</b> Principal Business Support Officer – International	<b>SYS. POSN. NO:</b> 0230000240
		<b>REF. NO:</b> PIBP.05
<b>SECTION:</b> Business Support & Promotion	<b>LOCATION:</b> Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 <sup>nd</sup> Floor	

#### 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 Business Support Officer - International is responsible for the establishment of the business/Trade offices abroad with the objective of promoting PNG interest.

#### 3. DIMENSIONS

The Senior Business Support Officer - International reports directly to Principal Business Support Officer - International for all duties.

#### 4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Ensure effective and efficient execution of responsibilities pertaining to trade development in particular the established good work with PNG Foreign Offices or Representatives and provide information on possible business destinations abroad,
- 4.2 Improve investment incentives,
- 4.3 Improve market conditions,
- 4.4 Conduct awareness on export market conditions and investment portfolios,
- 4.5 Strengthen work linkages with CSA(s) and Private Sector on international trade policies, market requirements and investment issues.

#### 5. MAJOR DUTIES

- 5.1 Maintain close liaison with all relevant stakeholders with the aim of ensuring that overseas business interests are not unnecessarily hindered because of bureaucratic red tape with reciprocal arrangement,



- 5.2 Maintain close consultation with PNG overseas missions so to promote trade and investment activities that PNG stands to gain from,
- 5.3 Conduct market surveys in consultation with relevant government agencies and private sector associations with the aim of Promoting PNG local products and establishing markets for their export,
- 5.4 Represent department in various domestic and international meetings, conferences and forums,
- 5.5 Perform other duties as directed by the Principal Business Support Officer - International

## 6. NATURE AND SCOPE

The Senior Business Support Officer – International is a senior position and:

1. Provide advice on International Business Development & Investment prospective programs to the Senior Business Support Officer – International.
2. Collaborates with other Divisional Heads on Domestic Business Development & Investment matters.
3. Participate in stakeholder engagement in the facilitation of International Business Development & Investment programs.

### 6.1 WORKING RELATIONSHIP

#### 6.1.1 Reporting

- To Principal Business Support Officer – International on all administrative duties of the International Business Division.

#### 6.1.2 Internal

- First Assistant Secretary – International Business on all administrative duties,
- Assistant Secretaries– Business Support & Promotion and International Business Facilitation on other work matters,
- Other Divisional Heads, Project Managers, Assistant Secretaries and senior officers on work matters

#### 6.1.3 External

- Liaise with other government departments, and external stakeholders on all matters pertaining to mandate of the department,
- Consult with Commercial Statutory Agencies (CSAs) under the purview of the Ministry and private sector on the matters relating to international business development investments,
- Liaise with other donor partners on matters relating domestic business development programs and local investment.
- Liaise with members of the public on matters relating to activities of Exposition with overseas trading partners and/or business cooperation development assistance.

### 6.2 WORK ENVIRONMENT

- This is a senior position responsible for advising on International Business Development & Investments to the Principal Business Support Officer – International and senior management that requires a person with technical and managerial experience in International Business Facilitation, Investment and Promotion with exposure to International Business Development and Investments.





## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules and Procedures

The Senior Business Support Officer - International 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.
- Income Tax Act, Customs Tariff Act and Goods and Services Tax Act

### 7.2 Decisions

- Set goals, targets and priorities of the Office of the Assistant Secretary - Business Support & Promotion,
- 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
- Stakeholder collaboration and Team work

## 9. QUALIFICATIONS, EXPERIENCE AND SKILLS

### 9.1 Qualifications

- A minimum of a Bachelor's Degree or preferably Masters in International Relations, International Business, Economics or other related discipline from a recognized 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
- Sound knowledge of economic status/condition of PNG, in terms of trade development and overall economic focus and development agenda.

## 9.3 Skills

- Demonstrate ability in planning and managing the Office of the Assistant Secretary,
- 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 experience in international marketing and trade development including WTO issues affecting trade in of goods and services.

## 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: \_\_\_\_\_