



# PAPUA NEW GUINEA PUBLIC SERVICE

Form OD2.7

## JOB DESCRIPTION



### 1. IDENTIFICATION

<b>DEPARTMENT:</b> Commerce and Industry	<b>SYS. POSN. NO:</b> 0230000242	<b>REF. NO:</b> PIBP.07
<b>WING:</b> Policy Development & International Business	<b>DESIGNATION/CLASSIFICATION:</b> Principal Business Support Officer – Industry Liaison	<b>GRADE:</b> 15
<b>DIVISION:</b> International Business	<b>LOCAL DESIGNATION:</b> Principal Business Support Officer – Industry Liaison	
<b>BRANCH:</b> Business Support & Promotion	<b>REPORTING TO:</b> Assistant Secretary – Business Support & Promotion	<b>SYS. POSN. NO:</b> 0230000027
<b>SECTION:</b> Business Support & Promotion	<b>LOCATION:</b> Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 <sup>nd</sup> Floor	<b>REF. NO:</b> PIBP.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 Business Support Officer - Industry Liaison is in-charge of the Commodity Industry and facilitation of licensing and certification advice for large economic sector industries. The incumbent assists the Assistant Secretary – Business Support & Promotion on any core functions related commodity boards and industry representatives.

### 3. DIMENSIONS

The Principal Business Support Officer - I Industry Liaison reports directly to Assistant Secretary – Business Support & Promotion for all duties and interacts with the Senior Business Support Officer – Industry Liaison to realize the above.

### 4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Assist Assistant Secretary – Business Support & Promotion provide leadership and support to junior staff to derive policies, formulate legislation and provide technical and policy support and work in collaboration with other agencies to realize the priorities and objectives of the Division,
- 4.2 Monitor database for potential large industry sector, policies and investment programs, profiles and incentives that provide statistics on specific industry performance trends,
- 4.3 Improve production for domestic and export markets,
- 4.4 Lead research and awareness on industry production, export market conditions and encourage local investments participation,
- 4.5 Strengthen work linkages with CSA(s) and Private Sector on industry domestic production, marketing standards and investment programs,
- 4.6 Facilitate discussions on issues along the supply chain to encourage industry growth and diversification encouraging domestic production.



## 5. MAJOR DUTIES

- 5.1 Analyse policy issues, prepare written documents, briefs, letters and policy papers and represent the Branch/Department as appropriate to promote the Branch priorities,
- 5.2 Translate issues of compliance into policy documents applied to industry growth and diversification, encouraging domestic production of goods; Issues of IPR - Intellectual Property Rights, Rules of Origin, Competition and Consumer and Environment Safety for domestic production,
- 5.3 Identify and analyse, advice and present industry matter discussions to include participation of SMEs, Cooperative Societies, and all other formal business arrangements' participation.
- 5.4 Liaise with private sector and coordinate industry participation at expositions and provide feedback on matters relating to expositions,
- 5.5 Conduct business survey and provide strategic measure to improve industry development issues along the supply value chain,
- 5.6 Seek support assistance programs to improve support for industry development activities and investment programs,
- 5.7 Develop strategic management plans, work programs, annual budget and work reports for the Unit.
- 5.8 Represent department in various domestic and international meetings, conferences and forums,
- 5.9 Perform other duties as directed by the Assistant Secretary – Business Support & Promotion.

## 6. NATURE AND SCOPE

The Principal Business Support Officer – Industry Liaison is a senior contract position and:

1. Provide advice on Commodity Industry and facilitation of licensing and certification advice for large economic sector industries to the Assistant Secretary – Business Support & Promotion.
2. Collaborates with other Divisional Heads on industry liaison matters.
3. Participate in stakeholder engagement in the facilitation of International Business Development & Investment programs.

### 6.1 WORKING RELATIONSHIP

#### 6.1.1 Reporting

- To Assistant Secretary – Business Support & Promotion 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 industry business development and investment programs and proposals,
- Consult with Commercial Statutory Agencies (CSAs) under the purview of the Ministry and private sector on the matters relating to industry business development and investments,



- Liaise with other donor partners on matters relating to domestic business development programs and local investment.
- Liaise with members of the public on matters relating to domestic fairs, trading partners and or business partners,



## 6.2 WORK ENVIRONMENT

- This is a senior position responsible for advising on Commodity Industry and facilitation of licensing and certification advice for large economic sector industries to the Assistant Secretary – Business Support & Promotion 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 Principal Business Support Officer – Industry Liaison 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 Degree 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 business industry development, 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: \_\_\_\_\_