



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000234	REF. NO: CPIM.09
WING: Policy Planning & International Business	DESIGNATION/CLASSIFICATION: Senior Information Officer	GRADE: 14
DIVISION: Policy Planning & Development	LOCAL DESIGNATION: Senior Information Officer	
BRANCH: Information & Monitoring	REPORTING TO: Principal Monitoring & Evaluation Officer	SYS. POSN. NO: 0230000232
SECTION: Information & Monitoring	LOCATION: Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor – 2 nd Floor	REF. NO: CPIM.06

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 Information Officer is responsible for updating all economic data, information and statistics on a quarterly basis.

3. DIMENSIONS

The Senior Information Officer, reports directly to the Principal Monitoring & Evaluation Officer for all duties.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide timely advice to the Principal Monitoring & Evaluation Officer on all updated economic data, information and statistics for policy decision making purposes,
- 4.2 Provide regular reports and information on the updated economic data and statistics on a quarterly basis,
- 4.3 Ensure Branch programs and activities are implemented consistent with the Management and Corporate Plan objectives,
- 4.4 Provide support in relation to library and information services.



5. MAJOR DUTIES

- 5.1 Provide timely advice to the Principal Monitoring & Evaluation Officer on all updated economic data, information and statistics for policy decision making purposes,
- 5.2 Provide regular reports and information on the updated economic data and statistics on a quarterly basis,
- 5.3 Ensure Branch programs and activities are implemented consistent with the Management and Corporate Plan objectives,
- 5.5 Ensure the library and information services are maintained and accessible,
- 5.6 Represent department at various domestic and international meetings, conferences & forums,
- 5.7 Perform other duties as directed by the Principal Monitoring & Evaluation Officer.

6. NATURE AND SCOPE

The Senior Information Officer is a senior position and:

1. Provide timely advice and technical support to the Principal Monitoring & Evaluation Officer on the economic data and statistics for policy decision making,
2. Collaborate with other Branch Heads in providing information on policy initiatives for decision making,
3. Liaise with relevant stakeholder and other sectors for on the trade and socio economic issues.

6.1 WORKING RELATIONSHIP

6.1.1 Reporting

- To Principal Monitoring & Evaluation Officer on the information on economic data and statistics to guide in policy development,

6.1.2 Internal

- Assistant Secretary – Information & Monitoring and First Assistant Secretary – Policy Planning & Development on the information on economic data and statistics,
- Other Divisional Heads and Project Managers on their respective work programs,
- Director – Corporate Services on financial and human resource matters,
- Other Assistant Secretaries and senior officers' consultations on work related matters,
- Regular liaison and contacts with other staff of Department of Commerce and Industry.

6.1.3 External

- Foster dialogue and engagement through office of the Assistant Secretary – Information & Monitoring with the key state agencies, CSA's and departments relating to economic data and statistics,
- Consultation and collaboration with the private sector on public policy issues and other important matters.
- Exchange and dissemination of research data and information with the state agencies,

6.2 WORK ENVIRONMENT

- This is a senior position responsible for updating economic data and statistics in consultation with the Principal Monitoring & Evaluation Officer. The incumbent would be a seasoned professional with extensive knowledge and experience in research, statistics, policy planning and development, project Planning, implementation, monitoring and evaluation.



7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Senior Information Officer is guided by:

- Corporate Plan, Management Plan and various Management Directives of the Department,
- Medium Term Development Plans (MTDP 11, 111); NSDP 2030 and PNG Vision 2050
- Various Legislations including Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act and industry regulations.
- PNG's Bilateral & Multilateral Agreements and Post APEC Commitments 2018.

7.2 Decision

- Agree and set Branch work plans and activities, goals and targets,
- Set Branch operational policies and procedures
- Review of Branch performance and establish improved management systems and procedures to improve performance,
- Research and data collection,
- Conflict management and resolution,
- Requirements for up-to-date industry research, data and information,

7.3 Recommendations

- New policy and management strategies;
- Request approval of the Department management and corporate plans;
- Proposals for new research or enhanced monitoring and evaluation activities;
- Research, data and information needs;
- Improve and strengthen the management business systems, parameters and processes.
- Improved policy management, coordination, monitoring and review systems to improve coordination and implementation of industry policies and NEC Decisions on industry matters;

8. CHALLENGES

- Achieving alignment and integration of policy development activities with the broader strategic policy framework of Government, without diminishing the appropriateness and value of policy outcomes for the most affected stakeholders
- Driving effective identification, analysis and mitigation of risks, concerns and consequences of policy changes in order that Minister, Secretary, Deputy Secretaries, CSA Heads are fully informed on critical policy questions.
- Maintain compliance to existing laws and regulations;
- Encourages loyalty, ethical and best work practices in the Department;
- Commitment to change and adaptation;
- Commitment to the Department's strategic alignment with the Government's development agenda and policy framework,
- NEC directions on economic impact projects and initiatives;
- Stakeholder collaboration;
- Encourages work team dynamics and participation;
- Committed to support the CSAs and other agencies in implementation of the Government's economic policies.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

- A minimum of a Bachelor's Degree or preferably a Master's Degree in Economics, Statistics,

Public Policy Management, Information Technology or other related discipline from a recognized university



9.2 Knowledge

- Familiar with domestic industry, trade and investment settings and the prevailing developmental issues
- Acquainted with the crucial regional and global industry, trade and investment issues and their impact PNG's economy and national interests.
- Thorough knowledge of the Government institutional policy planning, coordination, implementation and monitoring framework and processes.
- Well-developed knowledge of research systems, processes, design and analysis.
- Conversant with the prevailing economic conditions including the PNG Government's developmental agenda that are stipulated under PNG Vision 2050 and other development plans.
- Working knowledge of the relevant legislations and regulations.

9.3 Skills

- Demonstrated leadership and management ability – leads from the front, focuses strategically, sets priorities and commits to achieve quality results or performance outcomes for the Division.
- Demonstrated interpersonal ability - builds and sustains good work relationships with a network of key people internally and externally and encourages team working.
- Strong negotiation ability – Negotiates persuasively in influencing decisions of others in protracted negotiations, adaptable and identifies common ground to facilitate agreement.
- Demonstrates public service professionalism and probity - adheres to public service values and ethics, acts professionally and impartially at all times within organizational, legal and public policy parameters. Maintain the good image of the Department in public and internal forums.
- Ability in using relevant word processing computing, email and internet usage.

9.4 Work Experience

- Minimum of five (5) years relevant work experience at the middle management level in a key government agency with a strong background in statistical analysis, research and development, project planning, implementation, monitoring and evaluation.

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: _____