



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



Form OD2.7

## 1. IDENTIFICATION

<b>DEPARTMENT:</b> Commerce and Industry	<b>SYS. POSN. NO:</b> 0230000045	<b>REF. NO:</b> CPPD.03
<b>WING:</b> Policy Planning & International Business	<b>DESIGNATION/CLASSIFICATION:</b> Principal Policy & Research Analyst – Extractive (Industry)	<b>GRADE:</b> 15
<b>DIVISION:</b> Policy Planning & Development	<b>LOCAL DESIGNATION:</b> Principal Policy & Research Analyst – Extractive (Industry)	
<b>BRANCH:</b> Policy Development	<b>REPORTING TO:</b> Assistant Secretary – Policy Development	<b>SYS. POSN. NO:</b> 0230000016
<b>SECTION:</b> Policy Development	<b>LOCATION:</b> Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor – 2 <sup>nd</sup> Floor	<b>REF. NO:</b> CPPD.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 Policy & Research Analyst – Extractive Industry is responsible for analyzing researches and providing strategic policy advice to the Assistant Secretary – Policy Development on the government policy initiatives to develop the extractive industry.

## 3. DIMENSIONS

The Principal Policy & Research Analyst – Extractive Industry reports directly to Assistant Secretary Policy Development for all duties and oversee a total of four officers.

## 4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide regular advice to the Assistant Secretary - Policy Development on researches and government policy initiatives to develop the extractive industry,
- 4.2 Provide leadership and coordinate implementation of government policies on developing extractive industry,
- 4.3 Ensure Branch programs and activities are implemented consistent with the Management and Corporate Plan objectives,
- 4.4 Effectively coordinate and implement timely data collection and analysis and reporting of relevant information in relation to the development of the policy,
- 4.5 Provide support in relation to library and information services,



## 5. MAJOR DUTIES

- 5.1 Provide regular advice to the Assistant Secretary - Policy Development on researches and government policy initiatives to develop the extractive industry,
- 5.2 Lead and direct a team of policy professionals in prioritization, development, implementation and review of a program of policy development activities and initiatives to effectively deliver Government's strategic policy direction,
- 5.3 Direct the prioritization and implementation of policy research and analysis activities to identify, evaluate and critically analyze highly complex and politically sensitive issues and concerns affecting policy outcomes to deliver effective policy resolutions,
- 5.4 Participate in strategic and business planning, identifying policy review and development prioritize and resources to support and direct Department's objectives and outcomes,
- 5.5 Represent department at various domestic and international meetings, conferences & forums,
- 5.6 Perform other duties as directed by the Assistant Secretary – Policy Development.

## 6. NATURE AND SCOPE

The Principal Policy & Research Analyst – Extractive Industry is a senior contract position and:

1. Analyse researches and provide advice on the government policy initiatives to the Assistant Secretary – Policy Development,
2. Collaborates with other Branch Heads in gathering and analysing research data and statistics on extractive industry,
3. Liaise with relevant stakeholder and other sectors for data collection and policy formulation.

### 6.1 WORKING RELATIONSHIP

#### 6.1.1 Reporting

- To Assistant Secretary – Policy Development on policy research, data collection, analysis and formulation within the branch.

#### 6.1.2 Internal

- First Assistant Secretary – Policy Planning & Development on policy, research and development matters,
- 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 updates 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 with the key state agencies, CSAs and departments relating to policy, research and development matters,
- Consultation and collaboration with the private sector on public policy issues and other important matters.
- Communicate and work with Provincial Governments and Administrations in relation policies, development projects and industry related matters.
- Exchange and dissemination of research data and information with the state agencies, bilateral and multilateral donor aid agencies, civil society organisations and other stakeholders.
- Work closely with the Department of National Planning and Monitoring, Department of Finance and Treasury on Government policy initiatives and funding requirements.





## 6.2 WORK ENVIRONMENT

- This is a senior position responsible for policy research and development in consultation with the Assistant Secretary – Policy Development. The incumbent would be a seasoned professional with extensive knowledge and experience in research, policy planning and development and industry development issues.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules and Procedures

The Principal Policy & Research Analyst – Extractive Industry 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, Business Management, Accounting, Public Policy Management, Environmental Science 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 public policy planning and development, stakeholder negotiation, program planning and implementation.

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