



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000095	REF. NO: CPPD.10	
WING: Policy Planning & International Business	DESIGNATION/CLASSIFICATION: Policy Analyst		GRADE: 12
DIVISION: Policy Planning & Development	LOCAL DESIGNATION: Policy Analyst		
BRANCH: Policy Development	REPORTING TO: Principal Policy & Research Analyst – Non Extractive (Commerce)	SYS. POSN. NO: 0230000048	REF. NO: CPPD.08
SECTION: Policy Development	LOCATION: Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor – 2 nd 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 Policy Analyst is responsible for analyzing policies and compiling the Management Plan, Corporate Plan of the Department and overseeing general information and statistical tasks.

3. DIMENSIONS

The Policy Analyst reports directly to Principal Policy & Research Analyst – Non Extractive (Commerce) for all duties.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide timely advice to the Principal Policy & Research Analyst – Non Extractive (Commerce) on researches on policy issues relating to the renewable resource industries,
- 4.2 Implement government policies on developing renewable resource industry,
- 4.3 Ensure Branch programs and activities are implemented consistent with the Management and Corporate Plan objectives,
- 4.4 Ensure timely data collection and analysis and reporting of relevant information in relation to the development of the policy for developing the renewable resource industry,
- 4.5 Provide support in relation to library and information services.



5. MAJOR DUTIES

- 5.1 Provide technical support to the Principal Policy & Research Analyst – Non Extractive (Commerce) on researches and policy initiatives to develop the renewable resource industry,
- 5.2 Review and implement policy development activities and initiatives to effectively deliver Government's strategic policy direction,
- 5.3 Compiling of the Department Management and Corporate Plans, Development Budget and Annual reports,
- 5.4 Assist in distribution of information and ensure the Research Library is adequately stocked with up to date research materials,
- 5.5 Maintain close contact with media organization for information dissemination and press release of the Department,
- 5.9 Represent department at various domestic and international meetings, conferences & forums,
- 5.10 Perform other duties as directed by the Principal Policy & Research Analyst – Non Extractive (Commerce).

6. NATURE AND SCOPE

The Policy Analyst is a senior position and:

1. Provide timely advice on policy initiatives to the Principal Policy & Research Analyst – Non Extractive (Commerce),
2. Collaborates with other Branch Heads in gathering and analysing research data and statistics on renewable resource industry,
3. Liaise with relevant stakeholder and other sectors for data collection and policy formulation.

6.1 WORKING RELATIONSHIP

6.1.1 Reporting

- To Principal Policy & Research Analyst – Non Extractive (Commerce) on research, data collection and policy initiative for the renewable resource industry.

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,
- Liaise with media organizations to dissemination of vital information.

6.2 WORK ENVIRONMENT

- This is a senior position responsible for policy research and development in consultation with the Principal Policy & Research Analyst – Non Extractive (Commerce). 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 Policy Analyst 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 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 three (3) years relevant work experience at the middle management level in a key government agency with a strong background in analyzing policies, public policy planning and development, project 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: _____