

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> Department of Information & Communication Technology	<b>POSN. NO:</b> 05800000	<b>REF. NO:</b> ICIO.53
<b>WING:</b> Digital Government and Information Delivery	<b>DESIGNATION/CLASSIFICATION:</b> Disinformation Analyst – PS10	
<b>DIVISION:</b> <i>Media and Government Website</i>	<b>LOCAL DESIGNATION:</b> Web Information Collator	
<b>BRANCH:</b>	<b>REPORTING TO:</b> Manager - MC & GW	<b>POS. NO:</b> 0580000016
<b>SECTION:</b>	<b>LOCATION:</b> Waigani, Port Moresby	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
Org	17/03/2021	Created as per the restructure of the Department.

**2. PURPOSE**

- The Disinformation Analyst solely responsible for identifying, monitoring and analyst online information making sure the information is valid. The incumbent tasks are to minimize the spread of fake news.

**3. DIMENSIONS**

Financial: Division annual budget	<b>NO. OF STAFF SUPERVISED</b> <b>Direct:0</b> <b>Indirect:</b>	<b>OTHER RESOURCES</b>
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**4. PRINCIPLE ACCOUNTABILITIES**

- 4.1 Monitor and analyses updated information's online. Report the misinformation using the internet tools and working with the cyber security to minimize spread of misinformation online.

**5. MAJOR DUTIES**

- 5.1 Responsible for analyzing (dis)(mis) and (mal) information using tools on the Internet and other specialized applications.
- 5.2 Produce assessment forms in countering misinformation for the public and government agencies.
- 5.3 Implement and improve the business process for verifying and countering misinformation.
- 5.4 Working with the cyber security team, coordinate response to online misinformation.

5.5 Working with social media companies, assess and respond to reporting, assessing and actions on (dis)(mis) and (mal) information.

## **6. NATURE AND SCOPE**

- Disinformation Analyst reports to the Manager for Media and Government Website and is responsible for collecting and analyzing information online.
- Working with Cyber Security to minimize misinformation and also using internet tools to report this misinformation.

### **6.1 WORKING RELATIONSHIP**

#### **(a) Internal**

- Consult Manager MC & GW on work up-date and administrative matters.
- Consult with Cyber Security on information update.
- Consult with other Branch Managers on appropriate matters.

#### **(b) External**

- Liaise with other stakeholders on appropriate matters in line with the duties.

### **6.2 WORK ENVIRONMENT**

- The Manager would generally be responsible to develop knowledge of system capabilities and functions of assigned duties. The Disinformation Analyst must be open to source and be willing to investigate the information. The incumbent must provide update aligning with the Core Function of the Department of ICT. Also involves in discussions internally or Externally.

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **Rules/procedures**

The Officer is guided by the;

- Government budget control measures,
- ICT and other relevant government development policies including MTDP 3,
- Public sector reforms,
- Public Service Code of Ethics and Conduct,
- ICT legislations and other relevant laws and regulations.

### **Decision**

- Nil

### **Recommendations**

- Nil

## **8. CHALLENGES**

- Online information
- Work Culture, Values and Ethics.
- Negative work Practice

## **9. QUALIFICATIONS, EXPERIENCES, AND SKILLS**

### **(a) Qualifications**

- At least Certificate in IT/Communication or related field.

### **(b) Knowledge**

- Social Media
- Fact checking site
- Basic Cyber Security

### **(c) Skills**

- Exceptional Open source and investigative research skills;
- Strong analytical and writing skills;
- Computing
- Excellent attention to detail
- Logical thinking skills
- Ability to use your initiative

### **(d) Work Experience**

- At least 2 or more experience in Disinformation/Research or related field.