

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

<b>AGENCY:</b> Department of Information & Communication Technology	<b>POSN. NO:</b> 0580000076	<b>REF. NO:</b> ICIO.50
<b>WING:</b> Digital Government and Information Delivery	<b>DESIGNATION/CLASSIFICATION:</b> Grade 12	
<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 Web Information Collator is responsible for collating and creating content for the government website. The officer will liaise with the government agencies to get appropriate information which can be used to create government profile or any other Government related information.

**3. DIMENSIONS**

<b>FINANCE</b>	<b>NO. OF STAFF SUPERVISED</b> <b>Direct:0</b> <b>Indirect:</b>	<b>OTHER RESOURCES</b>
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**4. PRINCIPLE ACCOUNTABILITIES**

- Create appropriate contents for the government website and portal.
- Liaise with the agencies to collect appropriate and factual information for government agencies which can be used to create government agencies profile/other information.

**5. MAJOR DUTIES**

- Create appropriate contents for government website, portal.
- Ensure contents are of whole of government agencies for appropriate information, policies, on respective roles and responsibilities.
- Develop profiles of each government agency/department for the website/portal.
- Ensure in-house publications and video production are posted on the sites.

- Be proactive in collating required contents for the websites.
- Acquiring Ministerial Determination of Roles and Responsibilities for government portal.
- Provide timely advice to management

## **6. NATURE AND SCOPE**

- Web Information Collator reports to the Manager for Media and Government Website and is responsible for collecting and updating content for the government websites.
- Creating profile for each government agencies and also create a web portal.

### **6.1 WORKING RELATIONSHIP**

#### **Internal**

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

#### **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 Web Information Collector must acquire good communication and research skill in order to collect contents. The incumbent must provide update aligning with the Core Function of the Department of ICT. Also involves in discussions internally or Externally.

## **7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES**

The position operates under the regulations of the Public Service (Management) Act 1995; Public Service General Orders, Public Finance (Management) Act, the Department's internal policies and good ethics at the work place.

Key legislations and government policies that govern the work of the Department include:

- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010-2030)
- PNG Medium Term Development Plan III (2018-2022)
- The PNG Constitution
- Organic Law on Provincial & Local Level Governments
- Criminal Code Act
- Public Services (Management) Act 1995
- Public Service General Orders 2012
- Public Finances (Management) Act 1995
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Gender Equality & Social Inclusiveness Policy
- COVID 19 new normal (Niupela Pasin) Policy
- Internal Department Policies & Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan, and Annual Operational Plan

Recommendations and decisions are based on the above regulations and policies.

## **8. CHALLENGES**

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

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

### **(a) Qualifications**

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

### **(b) Knowledge**

- Website development
- Basic Programing
- Basic Cyber Security
- Online platforms
- Advance Internet Usage

### **(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 Website development or related field.