



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1.0 IDENTIFICATION

AGENCY: Department of Information and Communication Technology	SYS. POSN. NO.: 0580000057	REF. NO.: ICPP.24
WING: Policy and Planning	DESIGNATION/CLASSIFICATION: Gr.12	
DIVISION: Policy and Monitoring	LOCAL DESIGNATION: Emerging Technology Analyst	
BRANCH: Monitoring & Evaluation	REPORTING TO: Manager (Monitoring & Evaluation)	SYS. POS. NO.: ICPP.21
SECTION:	LOCATION: Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org:	1/08/20	Created as per the restructure of the Department.

2.0 PURPOSE

The Emerging Technology Analyst is responsible for conducting research, survey and analysis on emerging technology trends, developments and applications and recommending for adoption across whole of government and the digital economy.

3.0 DIMENSIONS

FINANCE	NO. OF STAFF SUPERVISED	OTHER RESOURCES
Annual Branch budget	Direct: 0 Indirect: 0	All Branch assets

4.0 PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide timely reports and briefs to the Manager (M&E) on Emerging Technology policy matters.
- 4.2 Ensure targets and objectives of work programs are achieved consistent with Divisional Work Plan.
- 4.3 Develop Emerging Technology reports on policies and strategies to support digital transformation and uptake of digital services across the whole of government and the digital economy.
- 4.4 Analyse Emerging Technology related issues to support planning, policy development and decision-making by the Division and Department.

5.0 MAJOR DUTIES

- 5.1 Provide reports and briefs to the Manager (M&E) on Emerging Technology policy issues and work programs.
- 5.2 Ensure that individual activities and performance targets are achieved consistent with the Divisional Work Plan.
- 5.3 Formulate and develop Emerging Technology policies consistent with the Department Corporate Plan.
- 5.4 Review Emerging Technology policies to ensure that they are responsive to ICT demands consistent with the government's development priorities.
- 5.5 Research and analyze G2G, G2B and G2C partnerships in major ICT program and initiatives that promote Emerging Technologies.
- 5.6 Develop internal policies and plans (including the Management and Corporate Plans) to support the effective and efficient operations of the Division.
- 5.7 Assist Manager (M&E) review Divisional annual work plan and budget requirements to ensure alignment with performance targets and objectives.
- 5.8 Attend meetings and undertake other duties as directed by the Manager (M&E).

6.0 NATURE AND SCOPE

As an Emerging Technology Analyst (M&E), the incumbent ensures the successful development of Emerging Technology policies and work programs to ensure completion on schedule. Other roles of the Emerging Technology Analyst (M&E) are:

- Conduct surveys and investigations into targeted Emerging Technology issues as directed.
- Provision of data and information for use by the Department and relevant stakeholders
- Assist in the preparation of discussion papers, research findings and NEC Submissions,
- Participate in regular Branch staff meetings
- Assist in the planning and preparation of the Annual Budget of the Department
- Adhere to Covid-19 (Niupela Pasin) Policy

6.1 WORKING RELATIONSHIP

Internal

- Consult Manager (M&E) on Emerging Technology policy matters
- Consult with Senior Officers and other staff members on appropriate policy, planning and program implementation matters in consultation with Manager (M&E)

External

- Liaise with NICTA, DataCo and organizations on policy and regulatory issues as directed by Manager (M&E).
- Liaise with appropriate stakeholders on new Emerging Technology policy initiatives as directed by Manager (M&E).

6.2 WORK ENVIRONMENT

Emerging Technology Analyst (M&E) will generally be a policy analyst or researcher, utilizing relevant research methodologies and techniques to facilitate development of Emerging Technology policies. The incumbent should possess significant experience in developing and implementing government ICT policies and development programs.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Emerging Technology Analyst (M&E) is guided by the;

- Internal management and operational policies of the Department,
- Department budget control measures,
- ICT and other relevant government development policies including MTDP III,
- Public sector reforms,
- Public Service Code of Ethics and Conduct,
- ICT legislations and other relevant laws and regulations.

7.2 Decision

- Nil

7.3 Recommendation

- New or revised work plans and activities.
- Work ethics and business best practices.

8.0 CHALLENGES

- Work culture, values and ethics.
- Negative work practices.
- Lack of staff capacity and resources.
- Lack of team work and participation
- Lack of support from Management

9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

Must possess a bachelor's degree in public policy and management, business, ICT or an appropriate discipline from a recognized university.

9.2 Knowledge

- Sound knowledge of ICT industry with emphasis on policy development issues.
- Possess knowledge of research and analysis, planning and implementation of programs and projects.
- Conversant with open government conventions, Digital Transformation Policy, ICT regulations, MTDP III and other relevant government development policy priorities.
- Conversant with other relevant laws and regulations including Public Finance (Management) Act and regulations, Public Service (Management) Act and Public Service General Orders.

9.3 Skills

- Demonstrated ability to achieve quality performance outcomes
- Excellent communication, negotiation, research and analytical skills
- Demonstrated interpersonal ability in building good working relationships with staff and stakeholders
- Maintain public service professionalism and probity
- Maintain positive image of the Department

- Computer literate

9.4 Work Experience

Possess at least three years of work experience with proven track record in policy development, program planning and implementation with major government agency or the private sector.