Form OD 2.7

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1.0 IDENTIFICATION

POSN. NO: 0580000092		REF. NO: ICDT.89
DEPARTMENT: Information and Communication Technology	**DESIGNATION/CLASSIFICATION:** Grade 14	
OFFICE/AGENCY:	**LOCAL DESIGNATION:** Senior Digital Government Project Liaison Officer (DGPOSS)	
DIVISION Digital Government & Information Delivery Wing	**IMMEDIATE SUPERVISOR:** Manager DevOps (Software Development)	**POS. NO:** 0580000092
BRANCH: Infrastructure & Shared Services	**HIGHEST SUBORDINATE** EM-Digital Govt & Shared Services	
SECTION:	**LOCATION** Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org:	17/03/21	Created as per the restructuring of the Department.

2.0 PURPOSE

The Senior Digital Government Project Liaison Officer is responsible for leading discussions and is an interface between the Digital Government Shared Services Division and the other government agencies and stakeholders. He/She is also responsible for coordinating the digital Government Shared Services On-boarding and other coordinating.

3.0 DIMENSIONS

FINANCE	NO.OF STAFF SUPERVISED	OTHER RESOURCES
Annual Branch budget plan	Direct: 2 Indirect: SOS	All Branch assets

4.0 PRINCIPAL ACCOUNTABILITIES

4.1 Provide timely reports and briefs to the Manager responsible, stakeholders meeting engagement and coordination.

4.2 Effectively and efficiently ensure targets and objectives for the work programs are achieved consistent with the Management Plan.

4.3 Build a relationship between stakeholders and the Digital Government Division relative to requirements, solutions and priorities.

4.4 Develop requirement documentation that will translate business needs into requirements that can be understood by the solution development team

4.5 Collaborate and manage stakeholders' needs and requirements for Digital Government Shared Services.

4.6 Ensure that Digital Government Services requirements are captured and factored into the Digital Government Shared Services roll-out.

5.0   MAJOR DUTIES

5.1 Provide reports to Manager responsible for all activities and engagements and ensure that stakeholder requirements are documented.

5.2 Coordinate meetings with different stakeholders to identify requirements.

5.3 Lead discussion with stakeholders to drive the Digital Government Shared Services

5.4 Provide advice and recommendations to Manager Responsible on sector needs and the Government Digital Services needs.

5.5 Ensure that proposed system features and requirements meet user needs and satisfy business objectives and initiatives

6.0   NATURE AND SCOPE

As a frontline senior officer, the incumbent ensures data governance and where necessary undertake necessary remedial measures to intensify availability, usability, integrity, and security of data across the whole of government. Other roles of the Manager are;
- Produce reports on the types of data in use, stored and secured in the delivery digital government wing
- Assist and advise departments, agencies, provincial administrations and other agencies in relation to data governance.
- Build and maintain work team culture, advise, motivate and mentor staff to improve performance and commitment.

This is a Category (D) Public Service Senior National Contract position.

6.1   WORKING RELATIONSHIP

Internal

- Consult Manager DevOps for cyber security, digital delivery services, government shared services and administrative matters.
- Consult with other functional Branch Managers within the department on appropriate matters.
- Consult with Supervisors and Branch staff on administrative and work-related matters.

External

- Support the project development team (Dev-Ops), and the technical stakeholders both in the Public Sector and Private Sector who own different process and workflows,

- Support the Manager Software Development the Project team to liaise with appropriate stakeholders in business and public on Digital Government Services.
- Collaborate with other government departments, provincial administration, and academic institutions on digital government delivery.

6.2 WORK ENVIRONMENT

The Manager (Data governance) would generally be responsible to develop a knowledge of system capabilities and functions of assigned application software. Use this knowledge to recommend optimal solutions to business requirements that best leverages the product. He/She will be responsible for documenting the process and coordinating this through his managers to the project team.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Officer guided by the;
- Internal management and operational policies of the Department,
- 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.

7.2 Decision

- Branch work plans and procedures
- Staff performance appraisal, training, and development
- Conflict management and resolution.

7.3 Recommendation

- Staff promotion, transfer, training, and development.
- New or revised work plans and activities.
- Work ethics and best practices.
- Policy and Standards advise

8.0 CHALLENGES

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

9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

Must possess a minimum bachelor's degree in computer science, communications technology or an appropriate discipline from a recognized university.

9.2 Knowledge

- Sound knowledge of ICT industry with emphasis on digital service delivery matters.
- Possess knowledge of integration and interoperability of digital services within a central database infrastructure.
- 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 PS General Orders.

9.3 Skills

- Demonstrated leadership and management ability and commitment to achievement of quality performance outcomes.
- Excellent communication skills in dealing with issues.
- Good interpersonal ability and work relationships with staff and people within and outside of the Department.
- Good analytical and negotiation skills.
- Maintain public service professionalism and probity.
- Maintain the image of the Department.
- Excellent computing skills and use of relevant software.

9.4 Work Experience

Possess at least three years of relevant work experience or qualification to support the business analyst role in both the private sector or government agency.

- Three years' experience as a business analyst or similar system/business support role supporting organization
- Understand or have experience and proficiency with government business processes, and understand inter-agency workflows.
- Three years' experience and proficient with core software applications, including Microsoft applications (Word, Excel, PowerPoint, Visio).
- Some experience with design and implementation of technical environments using various technologies and languages.
- Knowledge of importing data for use in report software, spreadsheets, graphs, and flow charts.
- Experience in one or more of the following disciplines: educational technology, financial systems including a firm understanding of generally accepted accounting principles, enterprise resource planning, customer relationship management, and human resource information systems.
- Experience working in a team-oriented, collaborative environment.
- Experience and exposure in SDLC methodologies, (such as AGILE), preferred