PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1.0 IDENTIFICATION

AGENCY: Department of Information and Communication Technology	**POS. NO:** 0580000036	**REF. NO:** ICPP.19
WING: Policy & Emerging Technologies	**DESIGNATION/CLASSIFICATION:** Policy Analyst - Digital skills and Development-Gr.12	
DIVISION: Policy Planning, Monitoring & Evaluation	**LOCAL DESIGNATION:** Policy Analyst - Digital skills and Development	
BRANCH: Policy and Planning	**IMMEDIATE SUPERVISOR:** Manager Strategic Planning	**POS. NO:** 0580000052
SECTION: Strategic Planning	**LOCATION:** Waigani – Port Moresby	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org:	17/03/2021	Created as per the restructure of the department

2.0 PURPOSE

The Policy Analyst - Digital skills and Development is responsible for analyzing Digital skills and development in the ICT sector, digital government programs and projects and also the assessment of the ICT sector performance. He/she is also responsible for strategic analysis briefs and reports on emerging issues including weekly briefs and strategic policy analysis reports.

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 Policy & Planning on the progress of Digital Skills and Development reports

4.2 Ensure targets and objectives of work programs are achieved consistent with Divisional Work Plan.

4.3 Analyze policies and Digital skills and development strategies in the ICT sector and uptake of digital services across the whole of government and the digital economy.

4.4 Monitor and evaluate Digital Skills and Development matters and develop weekly briefs and strategic policy analysis reports to support planning, policy development, monitoring and evaluation and decision-making by the Division and Departmen

5.0 MAJOR DUTIES

5.1 Provide reports and briefs to the Manager Policy & Planning on the progress of Digital Skills reports.

5.2 Ensure that individual activities and performance targets are achieved consistent with the Divisional Work Plan.

5.3 Analyze Digital Skills & Development issues and assist develop strategic policy analysis reports consistent with the Department Corporate Plan and Digital Government Act 2022.

5.4 Assist derive methods of policy analysis to capture Digital Skills & Development consistent with the government's development priorities.

5.5 Assist develop internal methods of analyzing plans (including the Management and Corporate Plans) to support the effective and efficient operations of the Division.

5.6 Assist Manager Policy & Planning review branch annual work plan and budget requirements to ensure alignment with performance targets and objectives.

5.7 Attend meetings and undertake other duties as directed by the Manager Policy & Planning

6.0 NATURE AND SCOPE

As the Policy Analyst ensures the successful development of Digital skills and Development reports including weekly briefs, primers and strategic policy analysis reports of ICT sectors statistic, data and work programs to ensure completion on schedule.

Other roles of the Policy Analyst - Digital skills and Development are:
- Assist conduct surveys and investigations into Digital skills and Development matters as directed.
- Assist provision of data and information for use by the Department and relevant stakeholder
- Assist in the preparation of discussion papers, research findings and NEC Submissions,
- Attend regular Branch staff meetings
- Assist in the planning and preparation of the Annual Budget of the Department
- Build and maintain work team culture, motivate staff to improve performance and commitment.
- Implement Covid-19 (Niupela Pasin) Policy
- Implement GESI Policy

6.1 WORKING RELATIONSHIP

Internal

- Consult Manager Policy & Planning on matters pertaining to Digital skills and Development
- Consult with Senior Officers and other staff members on appropriate techniques on policy methods and matters in consultation with Manager Policy & Planning

External

- Liaise with relevant ICT stakeholders on policy and regulatory issues as directed by Manager Policy & Planning.
- Liaise with appropriate ICT stakeholders on policy and analysis methods and initiatives as directed by Manager Policy & Planning.

6.2 WORK ENVIRONMENT

The Policy Analyst - Digital skills and Development will generally be an analyst or researcher, utilizing relevant development methodologies and techniques to capture data and statistics to assist in decision makings. The incumbent should possess some experience in research, strategic analysis, monitoring and evaluation on development of government ICT initiatives and development programs.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1   Rules and Procedures
The Policy Analyst - Digital skills and Development 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, Digital Government Plan and MTRS.
- 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

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 strategic analysis, planning, M&E and implementation of programs and projects.
- Conversant with open government conventions, Digital Transformation Policy, ICT regulations, MTDP, and other relevant government development policy priorities.
- Conversant with Digital Government Act 2022 and 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 integrity
- Maintain positive image of the Department
- Computer literate

9.4   Work Experience

Possess at least 3-5 years of work experience with proven track record in policy development, research, strategic analysis, monitoring, evaluation, program planning and implementation with major government agency or the private sector.