



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1.0 IDENTIFICATION

AGENCY: Department of Information and Communication Technology	SYS. POSN. NO: 0580000029	REF. NO: ICEX.08
WING:	DESIGNATION/ Executive Officer (Ministerial ICT Committee)	CLASSIFICATION: Grade 14
DIVISION: Executive Services	LOCAL DESIGNATION: Executive Officer (Ministerial ICT Committee)	
BRANCH:	REPORTING TO: Secretary	SYS. POS. NO: REF. NO: ICEX.01
SECTION:	LOCATION: Waigani-Port Moresby	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org:	17/03/21	Reclass/Reno as per the restructure of Department.

2.0 PURPOSE

The purpose of the Ministerial Committee is to monitor and coordinate ICT programs, projects and developments across all sectors to enable full and effective participation in digital economy and digital government.

3.0 DIMENSIONS

Financial: Recurrent & PIP budget	Total Staff Supervised: Direct: 0 Indirect: staff on strength	Other Resources: Capital assets under the Executive Services Division
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4.0 PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide oversight and coordination of digital-government activities across government departments and agencies from national to provincial and district;
- 4.2 Monitor public investments in ICT, programs, projects and activities and make decisions to ensure a collaborative and a holistic approach by government entities in developing, adopting and using latest of technologies, and to avoid duplication and over-investment;
- 4.3 Provide overall leadership and direction at the highest level for integration of all government systems;
- 4.4 Facilitate partnership and collaboration with private sector and the industry in the development and use of ICT

5.0 MAJOR DUTIES

- 5.1 Facilitate integration of all government systems from all levels of government onto single GoPNG ICT infrastructure platform; Attend meetings and other relevant events as requested by the Secretary.
- 5.2 Assist in coordination and interaction with the Office of the Minister for Information and Communications Technology.
- 5.3 Support the Office of the Secretary in building and maintaining effective relationships with key stakeholders.
- 5.4 Liaise effectively with Heads of Departments and Agencies to ensure good communication flows between the Office of the Secretary and other Departments as far as ICT Committee is concern.
- 5.5 Assist Secretary to ensure the Department meets all management requirements of applicable legislation and regulations relevant to the committee
- 5.6 Liaise with Corporate Services and provide appropriate assistance to consolidate the information in the Annual Budget preparation.
- 5.7 Provide accurate, timely and reliable reports as requested by the Office of Secretary.
- 5.8 Oversee development of relevant ICT policies, legislations, standards and guidelines to govern the deployment and use of technology in the public sector for delivery of public goods and services;
- 5.9 Advise the government of building competent ICT skill sets in the public sector and strengthening ICT technical and policy institutions or organizations to effectively manage the ICT requirements in the public sector and nationally; and
- 5.10 Coordinate donor assistance towards ICT developments.

6.0 NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

a) Internal

- The position reports to the Office of the Secretary and liaises with Senior Management of the Department and staff members.
- The position also liaises closely with the ICT Advisor, Principal Legal Counsel, and other subordinating staff of the Division to ensure smooth flow of information and documents to the Secretary.

b) External

- The Executive Officer is required to communicate regularly with the Office of the Secretary, National Executive Council Secretariat, Governor General's Office, Office of the Speaker of Parliament, relevant Government Departments and Agencies including international organizations, other key stakeholders and clients of the Office of Secretary.

6.2 Work Environment

The position is an administrative role and supports the Office of Secretary by providing secretarial support to the ICT Ministerial Committee on matters affecting the Department and external issues that require the attention of the Secretary and the ICT Sector as a whole.

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.

8.0 CHALLENGES

- Maintain compliance with the existing laws and regulations
- Maintain an effective flow of information and confidentiality of documents to the Office of Secretary
- Work together to promote team dynamics and continuous participation

9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

The incumbent must have a minimum qualification of a university degree in Public Policy Management, Communication or other relevant qualifications.

Knowledge

- Good understanding of the:
 - Broadcasting Corporation Act (Chapter 149)
 - National Information and Communication Technology Act 2009
 - Printers and Newspapers Act (Chapter 151)
 - Telecommunications Industry Act 2002
 - Television (Prohibition and Control) Act 1980
 - Public Services (Management) Act 1995
 - Public Finances (Management) Act 1995
- Thorough understanding of the whole of Government systems and processes, including the Department of Information and Communications Technology.
- A better understanding of the Government's development strategies including MTDP III and PNG Vision 2050.
- Knows political, business, public service and media environments in Papua New Guinea.

- Microsoft Office Applications, Emails, and Internet usage.

Skills

- Good ability to plan, coordinate and organize activities
- Attention to details of correspondences and submissions
- Multi-tasking skill and results-oriented on various projects with the Office of the Secretary
- Good analytical skills
- Good communications skill (written and verbal) and be able to articulate issues
- High level of problem-solving skills to identify issues and solve a problem systematically
- Decision-making skills to make tough decisions as necessary
- People management skills to interact with clients, higher authorities, peers, and subordinates
- Must be a team player to adapt and be able to work in a diverse team

Work Experience

Minimum of five (5) years of relevant work experience in a similar field within the Public Sector or Private Sector.

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