

**DEPARTMENT OF COMMUNICATION AND INFORMATION****JOB DESCRIPTION****1. IDENTIFICATION**

	POSN. NO: 0580000071	REF. NO: ICIP.38
AGENCY: Information and Communication Technology	DESIGNATION/CLASSIFICATION: Financial Inclusion Officer -PS12	
WING: Policy and Emerging Technology	LOCAL DESIGNATION: Financial Inclusion Officer	
DIVISION Infrastructure, Investment and Partnership	REPORTING TO: Manager Strategic Partnership	POS. NO: 0580000066
BRANCH: Strategic Partnership	HIGHEST SUBORDINATE	
SECTION:	LOCATION Waigani-Port Moresby	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
Org.	17/03/2021	Redesignated as per the restructure of the Department

2. PURPOSE

The Financial Inclusion Officer is responsible for identifying possible funding support for the implementation of the ICT Policies and strategies to promote the use of the digital technology to improve government services delivery capacity across the whole of government and the digital economy

3. DIMENSIONS

FINANCE Annual Branch budget	NO. OF STAFF SUPERVISED Nil	OTHER RESOURCES All Branch assets
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4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide timely reports and briefs to the Manager on any Investment administrative matters.
- 4.4 Promote the participation of strategic partners in G2B, G2G, G2C related issues to support planning, policy development and decision-making by the Department and Ministry.
- 4.2 Provide support to the Manager for effectively and efficiently ensuring targets and objectives of work programs are achieved consistent with the Management Plan.
- 4.3 Provide support in development financial policies and strategies to support digital transformation and update of digital services across the whole of government and the digital economy.

5. MAJOR DUTIES

- 5.1 Provide financial reports and briefs to the Manager on partnership work programs and administrative matters.
- 5.2. Encourage the participation of strategic partners in the development of G2G, G2B, G2C policies in the areas of information communication, shared ICT services, digital technology and cyber related services consistent with government development priorities.
- 5.3 Promote the participation of development partners, business and SMEs in the implementation of community based digital hubs and incubation centres.
- 5.4 Provide support and facilitate partnership in major ICT program and initiatives that promote digital innovations, financial inclusion and digital skills development for targeted population.
- 5.5 Solicit support from development partners and the business community to assist in the implementation of ICT policies including the 2018 post APEC Digital Commitments in collaboration with various government agencies, provincial administrations and other stakeholders.
- 5.7 Foster G2G, G2B, G2C partnership to grow the expansion of digital services across the whole of government and the digital economy.
- 5.8 Plan and prepare budget requirements to ensure alignment with performance targets and objectives as directed.
- 5.9 Attend meetings and undertake other duties as directed by the Manager Strategic Partnership and or the Executive Manager.
- 5.10 Establish team work in the delivery of all partnership priorities.

6. NATURE AND SCOPE

The Financial Inclusion Officer is responsible for the planning and implementation of financial development strategic partnership activities. The incumbent ensures the success in the implementation of strategic partnership policies and work programs.

Other roles of the Financial Inclusion Officer are:

- Regular consultations with stakeholders into targeted ICT 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.
- Assist in the planning and preparation of the Annual Budget of the Department.
- Implement Covid-19 (Niupela Pasin).

6.1 WORKING RELATIONSHIPS

Internal

- Consult Strategic Manager and or Executive Manager on policy and administrative matters.
- Consult with other Branch Managers or the team members on appropriate policy, planning and program implementation matters.
- Consult with staff on administrative and work-related matters.

External

- Liaise with NICTA and organizations on policy and regulatory issues as directed.
- Liaise with appropriate stakeholders in business and public on DICT policy initiatives.
- Collaborate with other government departments, provincial administration, academic institutions and development partners on ICT development issues either domestic and or international.

6.2 WORK ENVIRONMENT

The Financial Inclusion Officer would generally be a policy analyst or researcher, utilizing relevant research methodologies and techniques to facilitate development of appropriate policies and plans. The incumbent would possess significant experience in developing and implementing projects, government ICT policies and development programs and establishing partnerships.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Financial Inclusion Officer is guided by:

- Internal management and operational policies of the Department.
- Department Corporate Plan 2020 -2024.
- Department 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

Decision- Nil

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

Recommendations-Nil

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

8.0 CHALLENGES

Key Challenges for the Job include:

- Work culture, values and ethics.
- Negative work practices.
- Lack of staff capacity and resources.
- Lack of team work and participation within the Department of Information and Communication Technology GO 2/ Rev/ 1st January 2012
- 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 or other recognised higher learning institutions.

9.2 Knowledge

- Sound knowledge of ICT industry with emphasis on partnership development 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 PS General Orders
- Is knowledgeable in the Agenda of ICT.

9.3 Skills

- Ability to demonstrate the following skills;
- Demonstrated leadership, management and organizational 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 Experience

Possess relevant 3-5 years' work experience with proven track record in policy development, program planning and implementation in a major government agency or the private sector and or related ICT activities.