

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

	POSN. NO: 0580000065	REF. NO: ICIP.32
AGENCY: Information and Communication Technology	DESIGNATION/CLASSIFICATION: Sector Funding Officer– PS12	
WING: Policy & Emerging Technology	LOCAL DESIGNATION: Sector Funding Officer	
DIVISION Infrastructure, Investment and Partnership	REPORTING TO: Manager Sector Funding	POS. NO: 0580000060
BRANCH: Sector Funding	HIGHEST SUBORDINATE	
SECTION:	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. PURPOSE

The Sector Funding Officer (SSF) is responsible for conduction research and policy analyses on sector funding to support the implementation of ICT policies and strategies to promote the use of the digital technology to improve government service 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 Sector Funding activities, initiatives and related administrative financial matters.
- 4.4 Ensure target and objectives of work programs are achieved consistent with Divisional Work Plan.
- 4.2 Develop policies and strategies to support digital transformation and uptake of digital services across the whole of government and the digital economy.
- 4.3 Coordinate and establish data reflecting possible funding for the Sector from development partners and relevant stakeholders to implement strategies to support digital transformation and uptake of digital services across the whole of government and the digital economy.

5. MAJOR DUTIES

- 5.1 Provide reports and briefs to the Manager on Sector Funding activities and related administrative matters.
- 5.2. Coordinate Sector Funding Activities for the development of G2B, G2B and G2C arrangements and for the implementation of policies in the areas of information communication, shared ICT services, digital technology and cyber related services consistent with government development priorities.
- 5.3 Effective collaboration with possible Donors for sector funding options to support to promote the participation of development partners, business and SMEs in the implementation of community based digital hubs and incubation centres.
- 5.4 Solicit funding 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.
- 5.5 Assist Manager (Sector Funding) review Divisional annual work plan and budget requirement to ensure alignment with performance targets and objectives.
- 5.5 Establish team work to increase sector funding.

6. NATURE AND SCOPE

The Sector Funding Officer is responsible for identifying funding for the development of ICT Sector. The incumbent ensures the ICT Sector is well funded and is able to sustain major projects in support to G2G, G2B and G2C.

Other roles of the Sector Funding 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.
- Build and maintain work team culture, motivate and commitment.
- Implement Covid-19 (Niupela Pasin).

6.1 WORKING RELATIONSHIPS

Internal

- Consult Manager on policy and administrative matters relating to funding.
- Plan and Prepare Sector Budget in consultation with Corporate Services through Manager.
- Consult with other Branch Managers or the team members when compiling the Sector Budget.
- Coordinate and prepare timely budget documents.

External

- Liaise with relevant Government Departments in preparation to Annual Budget.
- Liaise with Donor Funding Institutions for possible funding for the development of Digital Government Plan.
- Collaborate with other government departments, provincial administration, academic institutions and development partners on ICT development issues either domestic and or international on funding.

6.2 WORK ENVIRONMENT

The Sector Funding Officer would generally be a financial policy analyst or researcher, utilizing relevant research methodologies and techniques to facilitate Sector Funding related activities. The incumbent would possess significant experience in establishing funding options

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Sector Funding is guided by:

- Internal management and operational financial policies of the Department.
- Department Corporate Plan 2020 -2024.
- Department budget control measures.
- ICT and other relevant government development policies including MTDP III,
- Public sector reforms,

- Public Service Code of Ethics and Conduct,
- Public Service Financial Management Act,
- ICT legislations and other relevant laws and regulations

Decision

- 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 funding 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.
- Accounting skills
- Project skills

9.4 Experience

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