

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

	<b>POSN. NO:</b> 0580000070	<b>REF. NO:</b> ICIP.37
<b>AGENCY:</b> Information and Communication Technology	<b>DESIGNATION/CLASSIFICATION:</b> Senior Strategic Partnership Officer G2B - PS14	
<b>WING:</b> Policy & Emerging Technology	<b>LOCAL DESIGNATION:</b> Senior Strategic Partnership Officer	
<b>DIVISION</b> Infrastructure, Investment and Partnership	<b>REPORTING TO:</b> Manager Strategic Partnership	<b>POS. NO:</b> 0580000066
<b>BRANCH:</b> Strategic Partnership	<b>HIGHEST SUBORDINATE</b>	
<b>SECTION:</b>	<b>LOCATION</b> Waigani-Port Moresby	

**HISTORY OF POSITION**

<b>FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
Org	17/03/2021	Created as per the restructure of the Department

**2. PURPOSE**

The Senior Strategic Partnership Officer is responsible for Sector Partnership collaborations to support 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**

<b>FINANCE</b> Annual Branch budget	<b>NO. OF STAFF SUPERVISED</b> Nil	<b>OTHER RESOURCES</b> All Branch assets
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#### **4. PRINCIPAL ACCOUNTABILITIES**

- 4.1 Provide timely reports and briefs to the Manager on Government to Business (G2B) strategic partnership and administrative matters.
- 4.4 Promote the participation of strategic partners in G2B 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 Coordinate and establish data reflecting inputs 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 G2B partnership work programs and administrative matters.
- 5.2. Encourage the participation of strategic partners in the development of G2B policies in the areas of information communication, shared ICT services, digital technology and cyber related services consistent with government development priorities.
- 5.3 Encourage the participation of development partners and relevant stakeholders to assist in the dissemination of development information targeting the rural communities.
- 5.4 Promote the participation of development partners, business and SMEs in the implementation of community based digital hubs and incubation centres.
- 5.5 Provide support and facilitate G2B, partnership in major ICT program and initiatives that promote digital innovations, financial inclusion and digital skills development for targeted population.
- 5.6 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 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 G2B priorities.

## **6. NATURE AND SCOPE**

The Senior Strategic Partnership Officer is responsible for the planning and development of Government two Business (G2B) strategic partnership activities. The incumbent ensures the success in the implementation of strategic partnership policies and work programs.

### **Other roles of the Senior Strategic Partnership 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 mentor staff to improve performance and commitment.
- 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 Senior Strategic Partnership 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 government ICT policies and development programs and establishing partnerships.

## **7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules and Procedures**

The Senior Strategic Partnership 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.