PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1.0 IDENTIFICATION

AGENCY: Department of Information and Communication Technology	POS. NO: 0580000036	REF. NO: ICPP.18
WING: Policy & Emerging Technologies	DESIGNATION/CLASSIFICATION: Snr Policy Analyst – Media and Broadcasting Gr.14	
DIVISION: Policy Planning, Monitoring & Evaluation	LOCAL DESIGNATION: Snr Policy Analyst - Media and Broadcasting	
BRANCH: Policy and Planning	REPORTING TO: 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	Restructure of the Department

2.0 PURPOSE

The Snr Policy Analyst - Media and Broadcasting is responsible for analysis reports on Digital Media and Broadcasting in the ICT sector and digital economy and give weekly briefs, policy analysis reports on ICT policies issues and implementation of Media and Broadcasting projects and programs for the whole-of-government and its impact on the digital economy.

3.0 DIMENSIONS

FINANCE Annual Branch budget	NO. OF STAFF SUPERVISED Direct: 0 Indirect: 0	OTHER RESOURCES All Branch assets

4.0 PRINCIPAL ACCOUNTABILITIES

4.1 Provide timely analytic reports and briefs to the Manager (Policy & Planning) on digital media and broadcasting matters in the ICT sector and Digital Economy.

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

4.3 Develop weekly briefs to support digital transformation and uptake of Digital Media and Broadcasting across the whole of government and the digital economy.

4.4 Develop Strategic policy analysis reports that can manage ICT-related issues to support Digital Media and Broadcasting, planning, policy development and decision-making by the Division and Department.

5.0 MAJOR DUTIES

5.1 Provide Weekly Briefs, Digital Media and Broadcasting reports to the Manager Policy and Planning on emerging issues in the ICT sector and Digital Economy.

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

5.3 Develop strategic analysis reports on Digital Media and Broadcasting and issues consistent with the Department Corporate Plan and Digital Government Act 2022.

5.4 Derive methods of developing weekly briefs and strategic policy analysis reports to capture emerging ICT demands consistent with the government's development priorities.

5.5 Develop internal methods of research and analytical reporting to support the effective and efficient operations of the Division.

5.6 Assist Manager Policy & Planning to 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 EM and Manager Policy and Planning.

6.0 NATURE AND SCOPE

As a Senior Policy Analyst responsible for Digital Media and Broadcasting the incumbent ensures the successful development of weekly briefs and strategic policy analysis reports including quarterly, bi-annual and annual reports of the Digital standards data, statistic and work programs to ensure completion on schedule.

Other roles of the Senior Policy Analyst - Digital Media and Broadcasting are:
- Conduct surveys and investigations into Digital Media and Broadcasting standard issues as directed.
- 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 and mentor staff to improve performance and commitment.
- Implement Covid-19 (Niupela Pasin) Policy
- Implement GESI Policy

6.1 WORKING RELATIONSHIP

Internal

- Consult Manager Policy and Planning matters
- Consult with Senior Officers and other staff members on appropriate techniques on Digital standards and strategic analysis methods and matters in consultation with Manager Policy and Planning

External

- Liaise with relevant ICT stakeholders including NICTA on Digital standards and regulatory issues as directed by Manager Policy and Planning
- Liaise with appropriate stakeholders on weekly briefs, Digital standard policy analysis reports and initiatives as directed by Manager Policy and Planning.

6.2 WORK ENVIRONMENT

The Senior Policy Analyst – Digital Standards will generally be a researcher and Strategic Policy analyst, utilizing relevant research methodologies and techniques to capture data and statistics to assist in decision makings. The incumbent should possess significant experience in research and strategic analysis reporting on development of government ICT initiatives and development programs.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Senior Policy Analyst – Digital Standards is guided by the;
- Internal management and operational policies of the Department,

- Department budget control measures,
- ICT and other relevant government development policies including, Digital Government Plan, MTDP 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 media industry and ICT applications, trends and usage of the 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.