

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1.0 IDENTIFICATION**

<b>AGENCY:</b> Department of Information and Communication Technology	<b>SYS. POSN. NO:</b> 0580000060	<b>REF. NO:</b> ICIP.27
<b>WING:</b> Policy & Emerging Technology	<b>DESIGNATION/CLASSIFICATION:</b> Manager Gr.16	
<b>DIVISION:</b> Infrastructure, Investment & Partnership	<b>LOCAL DESIGNATION:</b> Manager (Sector Funding)	
<b>BRANCH:</b> Sector Funding	<b>IMMEDIATE SUPERVISOR:</b> Executive Manager-Infrastructure, Investment & Partnership	<b>POS. NO:</b> 0580000059
<b>SECTION:</b>	<b>LOCATION:</b> Waigani	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
Org:	1/08/20	Created as per the restructure of the Department.

**2.0 PURPOSE**

The Manager (SF) is responsible for sector funding to support the implementation of ICT policies and strategies to promote the use of digital technology to improve government service delivery capacity across the whole of government and the digital economy.

**3.0 DIMENSIONS**

<b>FINANCE</b>	<b>NO.OF STAFF SUPERVISED</b>	<b>OTHER RESOURCES</b>
Annual Branch budget	Direct: 3 Indirect: SOS	All Branch assets

**4.0 PRINCIPAL ACCOUNTABILITIES**

- 4.1 Provide timely reports and briefs to the Executive Manager (I, I & P) on ICT sector funding and administrative matters.
- 4.2 Manage the Branch effectively and efficiently in order to ensure targets and objectives of work programs are achieved consistent with the Management Plan.
- 4.3 Coordinate sector funding to implement strategies to support digital transformation and uptake of digital services across the whole of government and the digital economy.
- 4.4 Coordinate sector funding to support research and analysis of ICT related issues to assist planning, policy development and decision-making by the Department and Ministry.
- 4.5 Manage sector funding that can be utilized to achieve organizational efficiencies and effectiveness.

4.6 Ensure effective management of staff work performance, training and development in collaboration with Human Resources Management Branch.

## **5.0 MAJOR DUTIES**

5.1 Provide reports and briefs to the Executive Manager (I,I & P) on ICT sector funding work programs and administrative matters.

5.2 Manage the Branch effectively and efficiently and ensure that program activities and performance targets are achieved consistent with the Management Plan.

5.3 In consultation with development partners, secure necessary funds to support the implementation of ICT policies in the areas of information communication, shared ICT services, digital technology and cyber related services consistent with government development priorities.

5.4 Secure funding from development partners, business and SMEs to implement community based digital hubs and incubation centres.

5.5 Conduct regular consultations with strategic partners to secure funding targeted to ICT programs and projects consistent with the government's development priorities.

5.6 Facilitate G2G, G2B and G2C funding partnership in major ICT program and initiatives that promote digital innovations, financial inclusion and digital skills development for targeted population.

5.7 Coordinate funding support from development partners and relevant stakeholders to assist in the dissemination of development information especially targeting the rural communities.

5.8 Coordinate 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.

5.9 Foster G2G, G2B and G2C funding partnership to grow the expansion of digital services across the whole of government and the digital economy.

5.10 Resource relevant stakeholders in the review and monitoring of major ICT development projects including PIPs for decision making by Management and the Secretary.

5.11 Manage and promote staff performance, training and development in collaboration with Human Resources Branch.

5.12 Review of the annual work plan and budget requirements to ensure alignment with performance targets and objectives.

5.13 Attend meetings and undertake other duties as directed by the Executive Manager.

## **6.0 NATURE AND SCOPE**

As a frontline manager, the incumbent ensures a coordinated and coherent sector funding mechanism and management system is in place. Other roles of the Manager are;

- Regular consultations with stakeholders into targeted ICT issues as directed.
- Provision of sector funding for use by the Department and relevant stakeholders
- Assist in the preparation of discussion papers, research findings and NEC Submissions,
- Conduct 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

This is a Category (C) Public Service Senior National Contract position.

## **6.1 WORKING RELATIONSHIP**

### **Internal**

- Consult Executive Manager on policy and administrative matters
- Consult with other Branch Managers 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.

## **6.2 WORK ENVIRONMENT**

The Manager (SF) 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.

## **7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules and Procedures**

The Manager is guided by the;

- Internal management and operational policies of the Department,
- 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.

### **7.2 Decision**

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

### **7.3 Recommendation**

- Staff promotion, transfer, training and development.
- New or revised work plans and activities.
- Work ethics and business best practices.
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## **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 ICT industry with emphasis on sector funding development programs.
- Possess knowledge of research and analysis, planning and implementation of programs and projects.
- Conversant with open government conventions, Digital Transformation Policy, ICT regulations, MTDP 111 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.
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### **9.3 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 Work Experience**

Possess at least five years of managerial and supervisory work experience with proven track record in policy development, program planning and implementation in a major government agency or the private sector.