

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

<b>AGENCY:</b> Department of Information and Communication Technology	<b>POS. NO:</b> 0580000058	<b>REF. NO:</b> ICPP.25
<b>WING:</b> Policy & Emerging Technologies	<b>DESIGNATION/CLASSIFICATION:</b> Monitoring & Evaluation Officer - Gr.12	
<b>DIVISION:</b> Policy Planning, Monitoring & Evaluation	<b>LOCAL DESIGNATION:</b> Monitoring & Evaluation Officer	
<b>BRANCH:</b> Research, Monitoring & Evaluation	<b>IMMEDIATE SUPERVISOR:</b> Manager Strategic Partnership	<b>POS. NO:</b> 0580000066
<b>SECTION:</b>	<b>LOCATION:</b> Waigani-Port Moresby	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
Org:	17/03/21	Redesignated as per the restructure of the Department.

**2.0 PURPOSE**

The Monitoring and Evaluation Officer is responsible for monitoring and evaluation of the ICT sector policies, digital government programs and projects and also the assessment of the ICT sector performance. He/she is also responsible for strategic analysis briefs and reports on emerging issues including weekly briefs, primers and strategic policy analysis reports.

**3.0 DIMENSIONS**

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

**4.0 PRINCIPAL ACCOUNTABILITIES**

- 4.1 Provide timely reports and briefs to the Manager Research, Monitoring & Evaluation on the progress of M&E reports
- 4.2 Ensure targets and objectives of work programs are achieved consistent with Divisional Work Plan.
- 4.3 Monitor and evaluate policies and strategies to support digital transformation and uptake of digital services across the whole of government and the digital economy.
- 4.4 Monitor and evaluate ICT-related issues and develop weekly briefs, primers and strategic policy analysis reports to support planning, policy development, monitoring and evaluation and decision-making by the Division and Department.

## **5.0 MAJOR DUTIES**

- 5.1 Provide reports and briefs to the Manager Research, Monitoring & Evaluation on the progress of M&E reports.
- 5.2 Ensure that individual activities and performance targets are achieved consistent with the Divisional Work Plan.
- 5.3 Monitor and Evaluate ICT statistic and issues and develop strategic policy analysis reports consistent with the Department Corporate Plan and DG Act 2022.
- 5.4 Derive methods of monitoring and evaluation to capture ICT demands consistent with the government's development priorities.
- 5.5 Develop internal methods of monitoring and evaluation plans (including the Management and Corporate Plans) to support the effective and efficient operations of the Division.
- 5.6 Assist Manager Research, Monitoring & Evaluation 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 Manager Research, Monitoring & Evaluation

## **6.0 NATURE AND SCOPE**

As a Monitoring & Evaluation Officer ensures the successful development of monitoring and evaluation reports including weekly briefs, primers and strategic policy analysis reports of ICT sectors statistic, data and work programs to ensure completion on schedule.

Other roles of the Senior Monitoring and Evaluation officer are:

- Conduct surveys and investigations into ICT 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 Research, Monitoring & Evaluation on Monitoring and Evaluation matters
- Consult with Senior Officers and other staff members on appropriate techniques on monitoring and evaluation methods and matters in consultation with Manager (M&E)

### **External**

- Liaise with NICTA and other ICT stakeholders on policy and regulatory issues as directed by Manager Research, Monitoring & Evaluation.
- Liaise with appropriate ICT stakeholders on new monitoring and evaluation methods and initiatives as directed by Manager Research, Monitoring & Evaluation

## **6.2 WORK ENVIRONMENT**

The Monitoring & Evaluation Officer will generally be a monitoring and evaluation or researcher, utilizing relevant research methodologies and techniques to capture data and statistics to assist in decision makings. The incumbent should possess significant experience in research, strategic analysis, monitoring and evaluation on development of government ICT initiatives and development programs.

## **7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules and Procedures**

The Monitoring and Evaluation Officer 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, Digital Government Plan 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 ICT 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 DG 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 probity
- 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.