



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1.0 IDENTIFICATION**

<b>AGENCY:</b> Department of Information and Communication Technology	<b>SYS. POSN. NO:</b> 0580000056	<b>REF. NO:</b> ICPP.23
<b>WING:</b> Policy & Emerging Technologies	<b>DESIGNATION/CLASSIFICATION:</b> Gr.12	
<b>DIVISION:</b> Policy Planning, Monitoring & Evaluation	<b>LOCAL DESIGNATION:</b> Research & Statistics Officer	
<b>BRANCH:</b> Research, Monitoring & Evaluation	<b>IMMEDIATE SUPERVISOR</b> Manager Research, Monitoring & Evaluation	<b>POS. NO:</b> ICPP.21
	<b>LOCATION:</b> Waigani	

**HISTORY OF POSITION**

FILE REF.	DATE OF VARIATION	DETAILS
Org:	17/03/20	Redesignated as per the restructure of the Department.

**2.0 PURPOSE**

The Research & Statistics Officer is responsible for strategic analysis reports on emerging issues in the ICT sector and digital economy and develop weekly briefs, primers and strategic policy analysis reports on ICT policies issues and implementation of Digital Government projects and programs for the whole-of-government and its impact on the digital economy.

**3.0 DIMENSIONS**

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

**4.0 PRINCIPAL ACCOUNTABILITIES**

- 4.1 Provide timely strategic reports and briefs to the Manager (Monitoring & Evaluation) on emerging issues 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 and primers to support digital transformation and uptake of digital services across the whole of government and the digital economy.
- 4.4 Develop Strategic policy analysis reports that can manage ICT-related issues to support planning, policy development, monitoring and evaluation and decision-making by the Division and Department.

**5.0 MAJOR DUTIES**

- 5.1 Provide Weekly Briefs, Primers and Strategic Policy Analysis reports to the Manager Research, Monitoring and Evaluation 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 statistic and issues consistent with the Department Corporate Plan and DG Act 2022.
- 5.4 Derive methods of developing weekly briefs, primers 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 Research, Monitoring and Evaluation 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 Research, Monitoring and Evaluation

## **6.0 NATURE AND SCOPE**

As a Research & Statistics Officer the incumbent ensures the successful development of weekly briefs, primers and strategic policy analysis reports including quarterly, bi-annual and annual reports of the ICT sectors statistic, data and work programs to ensure completion on schedule.

Other roles of the Research & Statistics 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 and Evaluation matters.
- Consult with Senior Officers and other staff members on appropriate techniques on Research, and strategic analysis methods and matters in consultation with Manager Research, Monitoring and Evaluation

### **External**

- Liaise with relevant ICT stakeholders including NICTA on policy and regulatory issues as directed by Manager Research, Monitoring and Evaluation
- Liaise with appropriate stakeholders on weekly briefs, primers and strategic policy analysis reports and initiatives as directed by Manager Research, Monitoring and Evaluation.

## **6.2 WORK ENVIRONMENT**

The Research & Statistics Officer 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 Research & Statistics 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, 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 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.