PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PERSONNEL MANAGEMENT	SYS. POSN. NO: 1490000402	REF. NO: DPM 7-14
OFFICE:	**DESIGNATION/CLASSIFICATION:** Assistant Statistics & Analysis Officer / Grade 10	
DIVISION: Gender Equity and Social Inclusion (Whole of Government Co-ordination) GESI(WoGC)	**LOCAL DESIGNATION:** Assistant Statistics & Analysis Officer	
BRANCH: GESI Statistics and Analysis	**REPORTING TO:** Senior Statistics & Analysis Officer **SYS. POS. NO:** 1490000400 **REF. NO:** DPM 7-12	
SECTION: VARIOUS	**LOCATION:** Central Government Office WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 1/2020	01 July 2020	Create

2. PURPOSE

2.1 Assist in collation and management data and information from monitoring and evaluation reports of programs, case management, activities, strategies, systems and process that have been established to effectively implement the GESI policy across the public service

3. DIMENSIONS

3.1 Financial – Nil
3.2 Staff supervised – Nil
3.3 Others – Nil

4. PRINCIPLE ACCOUNTABILITIES

4.1 Assist Senior Officer with GESI statistics, data and other information about issues, challenges, the impact of programs, research and analysis are collated, analyzed and reported to relevant authorities.

4.2 GESI website and database are effectively managed, regularly monitored and evaluated to ensure GESI issues across public sector agencies are addressed and specific outcomes are achieved.

4.3 Assist Whole of Government Coordination team, including agencies GESI managers are given the guidance and leadership to drive the implementation of the GESI policy.
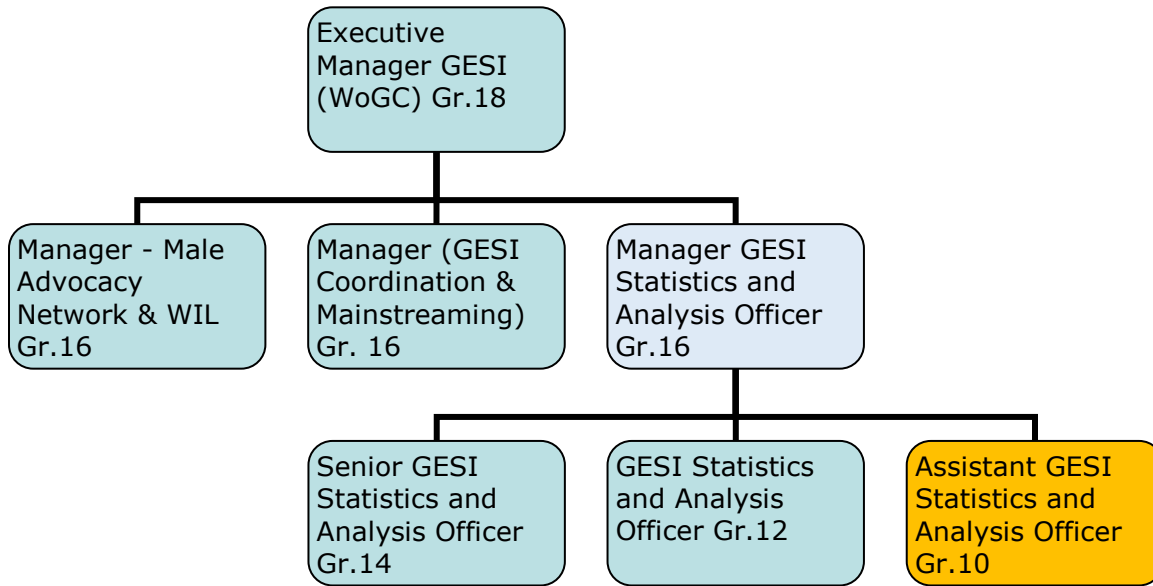
5. MAJOR DUTIES

5.1 Assist Snr. Statistic Officer provide sound data and statistical analysis advice and reports on the progress of implementing the GESI policy across public sector agencies.

5.2 Assist with designing of research, monitoring and evaluation tools for gathering data and other critical information about GESI programs being implemented.

5.3 Assist in ensuring all research data and client complaints are properly recorded into a database and effectively monitored for sound reporting purposes.

6. NATURE AND SCOPE

The Assistant Statistics & Analysis Officer will be responsible for assisting the GESI coordination Team for the whole of government in data management and information from monitoring and evaluation reports of programs, case management, activities, strategies, systems and process that have been established.

6.1 WORKING RELATIONSHIPS

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                    │ Executive       │
                    │ Manager GESI    │
                    │ (WoGC) Gr.18    │
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│ Manager - Male  │ │ Manager (GESI   │ │ Manager GESI    │
│ Advocacy        │ │ Coordination &  │ │ Statistics and  │
│ Network & WIL   │ │ Mainstreaming)  │ │ Analysis Officer│
│ Gr.16           │ │ Gr. 16          │ │ Gr.16           │
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       │ Senior GESI     │ │ GESI Statistics │ │ Assistant GESI  │
       │ Statistics and  │ │ and Analysis    │ │ Statistics and  │
       │ Analysis Officer│ │ Officer Gr.12   │ │ Analysis Officer│
       │ Gr.14           │ │                 │ │ Gr.10           │
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(a) Internal

- This position will be reporting to the office of the Senior Statistics & Analysis Officer.

- Regularly consults and liaises with the Branch Managers and within the Division or other stakeholders within the department to collate, analyse and report on data and information.

(b) External

- Establish a network among counterparts across public sector agencies and stakeholders either at the national, international or regional level.

6.2 WORK ENVIRONMENT

The position is administrative and is located in the Department of Personnel Management office in Waigani however, when required, official visits to government agencies within and outside of National Capital District to undertake GESI awareness is required.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures – Job operates within the precincts of the Public Service (Management) Act, Public Service General Order, Code of Conduct and Business Ethics, Public Finance (Management) Act, DPM Circular Instructions. Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars

and instructions like redrafting of human resource management policies, practices and procedures.

Decision-

8. CHALLENGES

Key challenges for the job include: effective and reliable data collection, management, analysis and timely reporting on the implementation of the Work Plan, records management, timely, effective and efficient execution and completion of GESI roll out programs which may delay due to resource issues such as funding.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

A Degree in Social Science or Information Technology field related to research, statistics and data management studies, or other qualifications acceptable by Secretary DPM

9.2 Knowledge – Excellent knowledge of:
- Public Service (Management) Act, other relevant administrative Acts
- Public Service General Orders and Business Processes
- PS Code of Business Ethics
- GESI Policy & other related policies or materials
- Public Finance (Management) Act
- Public Service Policies, Procedures, Practices and Systems

9.3 Skills - Ability to demonstrate the following at a high level:-
- Written and Oral (presentation) communications
- Policy analysis, research & development
- Public Relations & Inter-personal
- Negotiation & Problem Solving
- Investigation
- Computer applications (Microsoft Word, Excel spreadsheet)

9.4 Experience

A minimum of 1-2 years of relevant work experience in monitoring evaluation, research, data/statistics analysis and management of programs related to or similar to GESI preferably in the Public Sector setting is essential.