



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO: DJAGPM. 07
DEPARTMENT: JUSTICE AND ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION: MANAGER – STATUTORY REPORTS GR. 16	
	LOCAL DESIGNATION: MANAGER	
DIVISION: CORPORATE AFFAIRS	HIGHEST SUBORDINATE: REPORTS ANALYST GR.13	POS. NO: DJAGPM.10
BRANCH: PLANNING, MONITORING & EVALUATION	IMMEDIATE SUPERVISOR: EXECUTIVE MANAGER GR. 19	POS. NO: DJAGPM. 01
SECTION:	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/PM: 11/08	26 NOVEMBER 2008	CREATED
HRM 8.1.20/PM: 31/13	31 ST MARCH 2013	NO CHANGE

PURPOSE OF THE JOB

The Planning, Monitoring & Evaluation Branch reviews and enhances the long, medium and short-term planning for the Department of Justice and the State Legal Offices¹. The branch also coordinates the implementation of the department's internal policies as well as development projects outlined within these plans, and ensures that progress and outcomes on all development activities and core operational functions are monitored, evaluated and accurately reported to top management and other agencies. The branch also acts as the linkage between the department and other government agencies, the Law and Justice Sector Program, and international donors such as AusAID, UNICEF, and UNDP.

The role of the Manager (Reports) is to develop and maintain an effective department wide reporting system, including an information management system for the Policy, Planning and Monitoring Branch.

¹ Note: The corporate support branches of the Department of Justice and Attorney General will also provide support to the State Legal Offices and the constitutional offices until they become autonomous. Accordingly, in this document references to the "department" will include these agencies.

ACCOUNTABILITIES

- Ensures the department is provided with an effective performance reporting system
- Ensures department reports comply with all requirements under the Public Service (Management) Act and the Public Finance (Management) Act
- Maintains effective and timely communication with the Executive Manager, Policy Planning and Monitoring Branch on all reporting issues affecting the efficient operation of the department.

MAJOR DUTIES

- Develop effective internal systems and processes for reporting on the department's performance to internal and external stakeholders
- Manage and coordinate the timely production of all required reports in line with administrative requirements under the Public Service (Management) Act and the Public Finance (Management) Act, and any additional administrative requirements related to donor agreements
- Take a lead role in the acquisition of data, information and reports to support departmental planning and decision processes
- Manage the development of a data and information management system within the Branch to facilitate timely and accurate reporting on the department's performance
- Work closely with the Monitoring and Implementation Section of the Branch to support Branch Heads and Activity Managers to produce quarterly and flash reports of the required standard
- Manage and assess the performance of staff consistent with departmental standards
- Ensure that staff undertake agreed professional development and training plans
- Work closely with Manager (Policy and Planning) and Manager (Implementation and Monitoring) to ensure consistent and effective linkages between department planning and M&E systems and the production of data for reports
- Perform any other duties to support the Branch's operations, as directed.

REPORTING AND WORK RELATIONSHIP – INTERNAL

- Reports to Executive Manager, Policy, Planning & Monitoring Branch
- Liaises with Deputy Secretaries (Legal & Corporate), Constitutional Office Holders, Branch Heads, and PPM Branch Managers.

WORK RELATIONSHIP – EXTERNAL

- Departments of Treasury and National Planning and Monitoring; Donor Agencies; Law and Justice Sector Agencies and Secretariat

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Must have a degree in Public Policy Management or in the field of Social Science.

Knowledge

- Knowledge of quantitative and qualitative data analysis, performance measurement, monitoring and evaluation, and reporting.
- Understanding of government reporting processes.
- Sound understanding of DJAG Corporate Plan Strategic Priorities and Key Results Areas.
- Sound knowledge of DJAG reporting standards and requirements.
- Good understanding of Monitoring and Evaluation.
- Sound knowledge of the Public Service Management Act, Public Finance Management Act, PS General Order and PS Code of Business Ethics and Conduct.
- Good understanding of developing and measuring Key Result Areas, Key Performance Indicators, output, outcome, leading and lagging performance indicators.
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Skills

- Leadership skills.
- High level oral and written communication skills.
- Demonstrated ability to compile and produce relevant reports and documentation.
- Staff management skills, in particular team building skills.
- High level computer skills, particularly with Microsoft Office software (e.g. MS Word, MS Excel).
- Consultation skills.
- Research skills.
- Project management skills.
- Planning projects.

Experience

- At least five (5) years relevant experience in either the public or private sector.