



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO.</b> DJAGPM. 12
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> MONITORING & EVALUATION OFFICER GR. 13	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b>	
<b>DIVISION:</b> CORPORATE AFFAIRS & GENERAL ADMINISTRATION	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO.</b>
<b>BRANCH:</b> POLICY PLANNING & MONITORING	<b>IMMEDIATE SUPERVISOR</b> MANAGER (IMPLEMENTATION & EVALUATION) GR. 17	<b>POS. NO.</b> DJAGPM. 03
<b>SECTION:</b>	<b>LOCATION:</b> 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 <sup>ST</sup> MARCH 2013	REDES

### PURPOSE OF THE JOB

The Policy, Planning & Monitoring Branch reviews and enhances the long, medium and short-term planning for the Department of Justice and the Government Law Office<sup>1</sup>. The branch also co-ordinates 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

<sup>1</sup> Note: The corporate support branches of the Department of Justice will also provide support to the Government Law Office and the constitutional offices until they become autonomous. Accordingly, in this document, references to the "department" will include these agencies, and references to the "secretary" will also include the agency heads of these other agencies.

and other government agencies, the Law and Justice Sector Program, and international donors such as AusAID, UNICEF, and UNDP.

The role of the Monitoring & Evaluation Officer is to support monitoring of the department's Development budget and activities.

### **ACCOUNTABILITIES**

- Ensures the department's Development budget and activities are effectively monitored through the quarterly/flash reports and other monitoring methods introduced in the department.
- Co-ordinates and supervises regular evaluations of branch operational plans and development activities.

### **MAJOR DUTIES**

- Support the Principle Project Officer to maintain effective internal systems and processes for monitoring and evaluation of the Development budget and activities.
- Monitor expenditure and implementation of the department's Development budget in line with planned activities and with all requirements under the Public Finance (Management) Act.
- Liaise closely with the Imprest Accounts Officer and the Finance Branch in preparing and providing expenditure reports on Development budget to Activity Managers.
- Provide advice to Activity Managers/Manager (Monitoring, Evaluation & Projects) immediately when issues affecting the project, including the budget occurs.
- Work closely with Reporting staff to support Branch Heads and Activity Managers to produce quarterly and flash reports of the required standard, supported by credible and reliable statistical data.
- Co-ordinate and supervise regular evaluations of department activities or policies (in consultation with Manager Policy and Planning).
- Provide supervision, and if necessary, training for junior or less experienced staff, as directed by the Manager (Policy and Planning) or Executive Manager.
- Perform any other duties to support the Branch's operations as directed.

### **REPORTING AND WORK RELATIONSHIP – INTERNAL**

- Reports to Manager (Monitoring, Evaluation & Projects).
- Liaises with PPM Branch staff, Finance Management Branch, and Activity Managers.

### **WORK RELATIONSHIP – EXTERNAL**

- Law and Justice Sector Agencies, Departments of National Planning and Monitoring, and Treasury, and Law and Justice Sector Secretariat.

### **PERSON AND POSITION SPECIFICATIONS**

#### **Qualifications**

- Appropriate university degree which provides knowledge in administration, management, monitoring and evaluation, and/or policy.

**Knowledge & Skills**

- Knowledge of project management, monitoring and evaluation.
- Understanding of government policy and program implementation processes.
- High level oral and written communication skills.
- Ability to compile and produce relevant reports and documentation.
- Team player.
- Well developed computer skills, particularly with Microsoft Office software (e.g. MS Word, MS Excel).
- At least five (5) years relevant experience in either the public or private sector.