

Job Summary: District Administrator - Delta Fly

Agency: Western Province Administration	Salary Grade: 17
Reporting to: Provincial Administrator	Location: Balimo
Position Number: 0710000257	Designation: DFDA. 01

PURPOSE:

This position leads and oversees all resources and administrative functions at the district level, responsible for effectively and efficiently managing planning, budgeting and implementation of district programs, in compliance with relevant laws and policies, to drive service delivery and development initiatives to achieve targeted outcomes for the community.

The position also provides oversight of the operations of national government department/agencies in the district including non-government organisations and provides support and advisory services in matters relating to law, policy and administrative services to the Provincial Government and Local Level Governments.

PRINCIPLE ACCOUNTABILITIES

1. Lead the overall development planning, implementation coordination, monitoring and evaluation of all project/program activities within the District and Local Level Government (LLG) areas and develop, manage, and monitor the district budget, particularly as WPA continues to implement digital platforms, allocating resources efficiently to meet community needs and government priorities;
2. Oversee the day-to-day administrative operations including implementation of provincial and national policies by motivating and managing staff including initiating appropriate hiring, training and performance evaluations to foster a productive and collaborative work environment that ensures business continuity and service delivery;
3. Collaborate with relevant departments to plan and oversee infrastructure projects as per Provincial Plans, such as roads, schools, and other public services and ensure equitable distribution of government services to the population in the District;
4. Ensure timely dissemination of policies, programs and laws and establish and maintain positive relationships with community members, leaders, and stakeholders by addressing concerns and facilitating communication between the community, LLGs, provincial government, national government and media interactions;
5. Coordinate and lead responses to emergencies or crises within the district, working closely with local authorities and emergency services;
6. Work closely with other provinces, government agencies and development partners at various levels to facilitate effective communication, cooperation, resource-sharing, and the implementation of joint initiatives;
7. Ensure the requirements of all legislation pertinent to the District are complied with including but not limited to the Organic Law on Provincial Governments and Local-level Governments, the Public Services Management Act and the District Development Authority Act; and

8. Actively contribute to all corporate requirements including planning, reporting, budgeting, GESI and Human Resource Management activities where required.

SELECTION CRITERIA

QUALIFICATIONS: A Bachelor's Degree in Business Administration, Public Administration, Development Administration, or an appropriate field deemed relevant by the PNG Department of Personnel Management and a Diploma in Public Administration and/or Advanced Middle Level Management and/or a Diploma in Provincial and Local Level Government and/or a Diploma in Public & Economic Policy Development.

A Masters Degree in a relevant field is preferred and can be an advantage.

KNOWLEDGE

- Sound knowledge of the functions of national, provincial and local-level governments and provincial and local level government reform;
- Working knowledge of provincial government public policy formulation, budget and project cycle, infrastructure/project development and donor / development partner funding processes;
- Understanding of teams and how to build and maintain a high performing team; and
- Significant understanding of PNG Public Service Legislation including the Organic Law on Provincial Governments and Local-Level Governments, the Public Services (Management) Act and the Local Government Administration Act and relevant Public Service General Orders, Policies, Business Processes, Procedures and Systems.

EXPERIENCE

- At least five (5) years management level work experience in the fields of planning, budgeting, policy formulation and personnel management in a public administration or a deemed equivalent corporate role;
- Management level work experience in landowner mobilization and resource management projects in a province or district or in an equivalent corporate position; and
- Management level experience in public relations and inter-government coordination.

SKILLS:

- Management level leadership, change management, negotiation, conflict/dispute resolution, problem solving and decision making skills;
- Good public relations skills with managerial level public speaking and written communication and interpersonal skills;
- Capacity to utilise computer programs to support the operations of the WPA; and
- Service oriented approach, with a high degree of professionalism and commitment to supporting the operational / corporate environment of the WPA.