

Job Summary: Deputy Provisional Administrator - Corporate Services

Agency: Western Province Administration	Salary Grade: 18
Reporting to: Provincial Administrator	Location: Provisional Headquarters, Daru
Position Number: 0710000002	Designation: WPCS. 01

PURPOSE:

This position plays an important role in contributing to the development of Western Province by ensuring effective and efficient reforms within the Western Provincial Administration (WPA) are implemented, monitored, administrated and managed in all corporate services functions, programs and activities.

The position provides support to the Provincial Administrator by maintaining effective and efficient management of the Corporate Services Divisions and offers high level advice to the management operations and corporate governance of the Administration, the Districts and Local Level Government.

PRINCIPAL ACCOUNTABILITIES

1. Effectively direct and oversee the Corporate Services Divisions by planning, directing and reporting on all Corporate related objectives and functional programs and operational activities, at the Provincial, District and Local-Level Governments (LLGs) to continuously enhance performance and improve Service Delivery;
2. Provide quantified and scrutinised advice to the Provincial Administrator (PA) on all economic and resource development law, policy analysis, resource management and other relative public administration matters to aid decision making and implementation planning;
3. Assist the PA on initiatives and implementation matters, Provincial Head Quarters and District functions, programs and activities and District planning and budgeting;
4. Proactively initiate management improvements in collaboration with District Administrators for senior level approval and initiate management improvements for approval by LLGs;
5. Advise the PA In collaboration with other Provincial Deputy Administrators on new policy and management initiatives for implementation approval particularly as WPA continues to implement digital platforms;
6. Propose new legislation / regulations / rules, in collaboration with relevant Legal Officers, and advise the PA of any considerations by the Provincial Cabinet/Provincial Government;
7. Advise the Provincial Administrator in collaboration with the Manager (National Agency Function) on matters of international border developments and related issues, and programs.
8. Provide advice to, and participate in LLG meetings and liaise with relevant national Government departments and agencies on matters concerning the Province; and
9. Actively contribute to all corporate requirements including planning, budgeting, reporting, performance management, GESI and Human Resource Management activities where required.

SELECTION CRITERIA

Qualifications

A Masters Degree or Post Graduate Certificate/Diploma studies in Public Administration or qualifications in a related field deemed relevant by the PNG Department of Personnel Management.

Knowledge

- Superior knowledge of public policy formulation, strategic and regional planning and resource development framework and policies;
- Working knowledge of public services management, provincial government budget and project cycle and donor funding processes;
- Sound knowledge of the functions of national, provincial governments and local-level governments;
- Understanding of teams and how to build and maintain a high performing team;
- Working knowledge of land administration, physical planning, project proposal documentation, local government surveys and audits/inspections; and
- Understanding of PNG Public Service Legislation including the Organic Law on Provincial Governments and Local-Level Governments and the Local Government Administration Act as well as relevant Public Service General Orders, Policies, Business Processes, Procedures, Practices and Systems.

Experience

- More than seven (7) years of relevant work experience in an appropriate environment in a provincial department or national department or deemed equivalent in the private sector;
- Senior level work experience in national or provincial government in strategic planning and finance/accounting procedures including establishing annual plans, budgets and fiscal policies in a province or district or in an equivalent corporate position;
- Management experience in provincial financial, planning and workforce policies and operational management in a province, district or in an equivalent corporate position;
- Management experience in public relations and inter-government coordination; and
- Understanding of the practice of establishment of local government Councils.

Skills

- Senior level results achievements in policy formulation, data analysis, project documentation and monitoring & evaluation skills;
- Management level leadership, change management, negotiation, conflict/dispute resolution, problem solving and decision making skills;
- Superior communication (Written and Oral) and interpersonal skills;
- Capacity to utilise computer programs to support the operations of the WPA; and
- Service oriented approach, with a commitment to supporting the operational / corporate environment of the WPA.