

Job Summary: Deputy Provisional Administrator - Social Services

Agency: Western Province Administration	Salary Grade: 18
Reporting to: Provincial Administrator	Location: Provisional Headquarters, Daru
Position Number: 0710000003	Designation: WPSS. 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 Social Services functions, programs and activities.

The position provides support to the Provincial Administrator by maintaining effective and efficient management of the Social 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 Social Services divisions by planning, directing and reporting on all Social Services related objectives, functional programs and operational activities, at all organisational levels: Provincial, District and Local-Level Governments (LLGs), to continuously enhance organisational performance and improve Service Delivery;
2. Proactively initiate management improvements in collaboration with District Administrators for senior level approval and initiate management improvements for approval by LLGs particularly as WPA continues to implement digital platforms;
3. Provide quantified and scrutinised advice to the Provincial Administrator (PA) on all Social Services related law, policy analysis, resource management and other relative public administration matters to aid decision making and implementation planning;
4. Assist the PA on initiatives and implementation matters regarding Provincial Head Quarters and District functions, programs, activities planning and budgeting;
5. Advise the PA In collaboration with other Provincial Deputy Administrators on new policy and management initiatives for implementation approval;
6. Propose new legislation, regulations and rules, in collaboration with relevant Legal Officers, and advise the PA of any considerations by the Provincial Cabinet/Provincial Government;
7. Provide advice to, and participate in, LLG meetings and liaise with relevant national Government departments and agencies on matters concerning the Province; and
8. 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 and the functions of national, provincial and local-level governments;
- Sound knowledge of Community Development, Education, Law & Justice, Capital Works, Transport, Environment & Climate Change and Disaster & Emergency legal frameworks;
- Knowledge of land administration, physical planning, project proposal documentation, local government surveys and audits/inspections;
- Understanding of the practice of establishment of local government Councils.
- Understanding of teams and how to build and maintain a high performing team; and
- Understanding of PNG Public Service Legislation including the Organic Law on Provincial Governments and Local-Level Governments and the Local Government Administration Act and 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 an equivalent corporate position;
- Management level experience in public relations and inter-government coordination; and
- Management level work experience in Social Policies, Infrastructure Development and management of Law & Order and Education programs in a province or district or equivalent corporate position.

Skills

- Senior level results achievements in policy formulation, data analysis, project documentation and monitoring & evaluation skills;
- Demonstrated management level leadership, change management, advocacy, negotiation, conflict/dispute resolution, problem solving and decision making skills;
- Superior communication (Written and Oral) and interpersonal skills;
- Demonstrated cultural competence in Law & Order and/or Education; and
- 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.