

Job Summary: Manager - Policy, Planning and Monitoring

Agency: Western Province Administration	Salary Grade: 16
Reporting to: Deputy Provincial Administrator, Corporate Services	Location: Daru
Position Number: 0710000060	Designation: WPPM. 01

PURPOSE:

This position leads and oversees all resources and administrative functions of the Policy, Planning, and Monitoring (PPM) Division to ensure effective and efficient management of all Western Provincial Administration PPM responsibilities across sectors, districts and at all organisational levels in accordance with relevant PNG legislation.

The position provides strategic foresight and operational oversight and extensive stakeholder engagement to support WPAs planning sustainability and oversees critical reporting functions to ensure transparency, accountability, and informed decision-making, aligning with PNG's subnational governance framework.

The role also provides support to the Deputy Provincial Administrator, Corporate Services, and has a significant advisory role to the Provincial Administrator, other Deputy Provincial Administrators and Divisional Managers in the provincial administration, the districts and Local Level Governments on all facets of provincial and district PPM priorities and activities.

PRINCIPAL ACCOUNTABILITIES

1. Manage and motivate the division staff including managing workflows, operations, project assignments and quality control and initiating appropriate hiring, training and performance evaluations to foster a productive and collaborative work environment;
2. Drive and lead the WPA strategic planning and policy formulation to ensure the preparation of provincial development plans with accurate integration and analysis of provincial, district and sectoral plans and policies aligned with GoPNG Strategic Plans and policies;
3. Strengthen the Provincial Monitoring and Evaluation System (PMES) by establishing and implementing PMES or M&E Frameworks and managing and monitoring programs and projects and budgets (Grants and Loans) and by developing and managing a provincial management information or database system, to enable the preparing and submitting of regular reports to national departments and other partners;
4. Lead coordination within WPA, Districts and Local Level Governments (LLGs) to ensure effective cooperation with provincial divisions, District Development Authorities and LLGs facilitating wider engagement in planning processes and addressing development issues or needs, including providing guidance to District Planners in local plan development and feasibility studies on high impact projects;
5. Represent the PPM Division during Stakeholder Engagement and Partnerships with development partners, private sector, NGOs, CSOs and other international, national or local partners and support the Provincial Administrator in identifying revenue-raising capacities at provincial and local levels, negotiating collaborative partnerships, inter-agency collaboration and other intergovernmental agreements;

6. Arrange needs identification and delivery of appropriate studies and value-for-money policy, planning and monitoring workshops and other training modalities for the sector divisions including districts and LLGs particularly as WPA continues to implement digital platforms;
7. Ensure the requirements of all legislation pertinent to the Division are complied with including but not limited to the Organic Law on Provincial Governments and Local-level Governments, the Public Services Management Act, the Public Service Code of Ethics and the PNG Planning and Monitoring Responsibility Act; and
8. Actively contribute to all corporate requirements including reporting, budgeting, GESI and Human Resources Management activities where required.

SELECTION CRITERIA

QUALIFICATIONS: A Bachelor's Degree in Public Administration, Development Planning, Urban and Regional Planning, Development Administration, Business Administration, or a related field recognised as relevant by PNG's Department of Personnel Management. A Masters Degree in a relevant field is preferred and can be an advantage.

KNOWLEDGE

- Superior knowledge in provincial development planning, policy formulation, social or economic analysis or sectoral development planning including physical or land use or spatial planning and provincial monitoring and evaluation and database or information system development;
- Sound knowledge of the functions and dynamics of national, provincial and local-level governments and provincial and local level government decentralisation reforms;
- Working knowledge of provincial government public policy formulation, budget and project cycle, formulation of Provincial, District and LLG Plans and infrastructure/project development;
- Significant understanding of the relevance, practices and benefits and reporting capabilities of Management Information Systems; and
- Understanding of PNG Public Service Legislation including the Organic Law on Provincial Governments and Local-Level Governments, the Public Services (Management) Act, the Public Service Code of Ethics and the PNG Planning and Monitoring Responsibility Act 2016 and relevant Public Service General Orders and Policies.

EXPERIENCE

- At least five (5) years management level work experience in the fields of development planning, policy formulation, and monitoring, evaluation and reporting in a national/department and/or a Provincial Administration or an equivalent corporate role;
- Superior experience in Provincial Government economic, social and fiscal policy directives and public policy formulation and its implementation;
- Experience in district project monitoring, evaluation and reporting, inspections and reporting practices and district advisory services; and
- Proven work experience in how to build and maintain a high performing team.

SKILLS:

- Demonstrated effective managerial, leadership and change management abilities;
- Good public relations skills with managerial level public speaking, presentation skills and written communication;
- Analytical approach in problem solving / decision making;
- 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.