



EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

POSITION DESCRIPTIONS

	SEQ. NO. 04	POS. NO. EITI0004
ORGANISATION PNG EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE	DESIGNATION TECHNICAL OFFICER	GRADE PSCGR
DIVISION EXECUTIVE	HIGHEST SUBORDINATE NIL	
BRANCH EXECUTIVE	IMMEDIATE SUPERVISOR DIRECTOR	
SECTION	LOCATION WAIGANI	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS	APPROVED by DIRECTOR PNGEITI
	30 October 2018	Evaluated Position	_____ / /

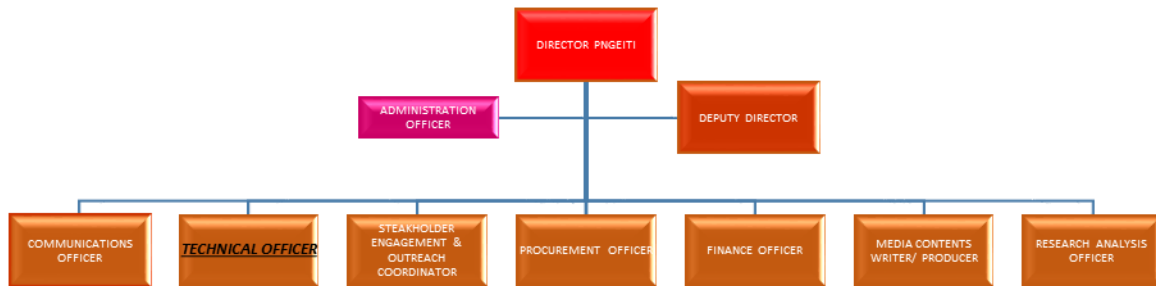
PNGEITI BACKGROUND

The PNG Extractive Industries Transparency Initiative (PNGEITI) is an independent entity established by the Government to promote transparency and accountability of revenues and other benefits it receives from the mining, oil and gas sectors and how it spends. PNGEITI is part of a global best practice standard known as the Extractive Industries Transparency Initiative (EITI) that promotes good governance in the extractive sector. .

In EITI implementing countries, companies involved in extractive natural resource wealth (oil, gas and minerals) are required to report on what they pay to the governments and governments are also required to report on what they receive from these companies in a given financial year. These financial data are then reconciled by an independent administrator and are published in the annual EITI Reports for public information. .

The PNGEITI operation is governed by an oversight body called the Multi-stakeholder Group (MSG) comprising of representatives from relevant government entities, civil society organizations and industry companies. The chair of the MSG is the Minister for Treasury. The PNGEITI National Secretariat is a small office responsible for providing technical and administrative support to the MSG by implementing the policy decisions and directives of the MSG.

1 ORGANISATION STRUCTURE



2 PURPOSE OF POSITION

The position of Technical Officer exists to ensure all technical and policy aspects of PNGEITI is undertaken in a timely and professional manner as outlined in the duty statement.

3 DIMENSIONS

Nil

4 NATURE / SCOPE

- 4.1 NEC policy preparations and submissions
- 4.2 Technical briefs, statements and policy and issues papers
- 4.3 Policy analysis, evaluation and advice

5 KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- 5.1 Provide the technical and policy advice and support to the Director, PNGEITI MSG, Technical Working Group (TWG), National Secretariat staff and consultants;
- 5.2 Draft ministerial statements, policy submissions, press statements, policy papers, analyse technical issues and provide advice accordingly.
- 5.3 In charge of coordinating and overseeing country validations, EITI International Secretariat missions and trainings and workshops, and ensuring that validation outcomes and recommendations are acted upon.
- 5.4 Support the Research and Analysis Officer to conduct research on topical issues and matters of interest as and when required by the Director and the MSG.
- 5.5 Liaise closely with mining and petroleum industries and relevant government institutions and agencies on issues relating to revenue and benefits streams and other broader policy and technical issues that may affect the extractive industries;
- 5.6 Liaise closely with government departments and agencies in ensuring that the recommendations from PNGEITI reports are actioned in a timely manner
- 5.7 Supervise the Research and Analysis Officer in research and data collection, documentation and preparation of reports and discussion papers;
- 5.8 Liaise and work with the Communications and Media Specialist in drafting media and communication strategies, policies and programs;
- 5.9 Regularly monitor the National Secretariat's Annual Work Plan and ensure Key Performance Indicators (KPIs) are implemented as planned
- 5.10 . Participate in mining and petroleum resources development project agreements, negotiations, development forums and such other events to ensure that PNGEITI's interests are represented at these forums, events and negotiations;
- 5.11 . Support the Director to prepare briefs and attend any relevant technical, policy related workshops, both internally and externally including ministerial meetings;
- 5.12. Responsible for working closely with relevant government departments, agencies, development partners and donors on any structural, policy and legislative reforms arising from EITI report recommendations or from validation outcomes.

6 INTERNAL REPORTING RELATIONSHIPS

The Technical Officer reports directly to the Director

7 KEY STAKEHOLDERS

- 7.1 The Technical Officer must maintain working relationships with all stakeholders including government entities, industry companies, civil society, development partners, consultants, EITI International Secretariat office and other interested organizations and individuals involved in the work of EITI.
- 7.2 Local and international consultants and suppliers.

8 DECISION MAKING

Nil

9 POSITION REQUIREMENTS

9.1 Skills/Knowledge

- a) Must possess good English communication skills, both oral and written.
- b) Must have advanced skills in research and technical writing.
- c) Must have superior computer skills (able to troubleshoot) and knowledgeable in programs such as excel, power point, MS word and all other MS application.
- d) Well developed and demonstrated coordination, team building, problem solving skills; and
- e) Must be able to coordinate programs and activities with government agencies, companies, and stakeholders and have team building and problem solving skills

9.2 Educational Qualifications

Bachelor's Degree in Economics, Public Policy, Business Economics or a related field

9.3 Experience

Must have at least 3 years of relevant work experience in oil, gas or mining sector and can be able to work well with both government institutions, industry companies and civil society to work through technical and policy issues that may arise in the extractive sector.

9.4 **Technical Expertise**

High level analysis and interpretation of relevant government policy, legislation and development programs and visions including:

- a) PNG Income Tax Act;
- b) Oil and Gas Act;
- c) Mining Act;
- d) National Development Strategic Plan 2015-2030; and
- e) Vision 2050