



PNG EXTRACTIVE INDUSTRIES
TRANSPARENCY INITIATIVE
NATIONAL SECRETARIAT



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POSITION DESCRIPTION

Organization	Designation	SEQ. No.	Position No.	Grade
PNG Extractive Industries Transparency Initiative	Stakeholder Engagement & Events Coordinator		EITI007	PSCGR14.2
Branch	Immediate Supervisor			
Media, Communications & Stakeholder Engagement	Director for Media, Communications & Stakeholder Engagement			
Section	Location			
Stakeholder Engagement	Treasury Building, Level 8, Waigani			

1. PNGEITI BACKGROUND

The Papua New Guinea Extractive Industries Transparency Initiative (PNGEITI) is an independent body established by the Government to promote transparency and accountability of revenues 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.

2. PURPOSE OF THE POSITION

The position of the Stakeholder Engagement & Events Coordinator exists to coordinate all stakeholder engagement events and happenings of the National Secretariat. The Officer will be responsible for planning, developing, coordinating and implementing outreach and engagement programs or events. The Officer will also be responsible for planning and coordinating logistics

and organise events and ensure smooth implementation of these activities as per the Secretariat's work plans.

3. DIMENSION

- 3.1 The Stakeholder Engagement & Events Coordinator is accountable for coordinating all of the Secretariat's stakeholder engagement duties and functions both local and overseas.
- 3.2 The Stakeholder Engagement & Events Coordinator will manage and facilitate all MSG interactive communications, dialogues and meetings ensuring proper, efficient and timely dissemination of information and correspondences including logistics.
- 3.3 The Stakeholder Engagement & Events Coordinator will undertake to ensure the Secretariat maintains an up to date and well-informed MSG stakeholder membership that is on par with the EITI Requirements, review reports and Validation corrective action reports.
- 3.4 The Stakeholder Engagement & Events Coordinator will undertake to ensure that the Secretariat's compliance and attention to requirements from stakeholders are appropriately satisfied consistent with EITI Requirements.

4. NATURE & SCOPE

- 4.1 The Stakeholder Engagement & Events Coordinator has overall responsibility for managing and overseeing all stakeholder engagement of the Secretariat;
- 4.2 Facilitates communication and ensuring effective MSG membership engagements, and EITI affiliations;
- 4.3 Work closely with Director Media Communications in ensuring proper and correct information are transmitted encapsulating an organizational wholistic approach in compliance to EITI Standards;
- 4.4 Ensure timeliness in delivery of project information, stakeholder engagements and provide regular progress reports; and
- 4.5 Provide engagement support as outline in TOR.

5. KEY ACCOUNTABILITIES & RESPONSIBILITIES

- 5.1 Execute regular bilateral consultations, liaisons and meetings with MSG members and execute these plans;
- 5.2 Plan, develop, coordinate, execute implementation of effective stakeholder outreach and engagement programs and related activities;
- 5.3 Work closely with staff from EITI International Secretariat office, the EITI Asia Pacific regional office, other EITI partner organizations, development partners, foreign missions and other EITI implementing countries on a regular basis;
- 5.4 Build and maintain a working relationship with relevant stakeholders including government entities, civil society organisations, industry companies, development partners and other interested bodies or individuals on a regular basis;
- 5.5 Develop and implement annual PNGEITI outreach and roadshow programs in close consultation with industry companies, provincial authorities and civil society organisations in resources impact/host provinces;

- 5.6 Report on the discussions, issues and recommendations made from stakeholder consultations during meetings, outreaches, conferences, forums, roadshows and other engagement activities for the MSG's information and for Secretariat's references and records;
- 5.7 Work with Stakeholder Engagement Officer to coordinate logistics and organise events/activities relevant to a project/programme; including programme materials, slides, briefings, templates and information packs, data management and references;
- 5.8 Develop networks with different stakeholders such as provincial governments, local level governments, national government, civil societies and industry companies towards building a strong support network for the projects where required;
- 5.9 Work with the Director for Policy & Programs to conduct regular visits to State entities responsible for implementing NEC Directives arising from EITI reports and valuation recommendations and prepare progress updates to the MSG;
- 5.10 Ensure effective management of information flows between the Secretariat, development partners, project consultants and other external stakeholders;
- 5.11 Implement regular outreach and roadshow programs including press releases, interviews and other external engagements in liaison with development partners and civil society organisations and industry companies, and ensure reports are produced from these events;
- 5.12 Record and report on the outcome of discussions made from stakeholder consultations during meetings, roadshows, outreaches and other engagement activities and provide recommendations for the Secretariat and MSG's attention and action; and
- 5.13 Attend to such other duties as instructed by the Director or the Executive Director.

6. REPORTING RELATIONSHIPS

6.1 Internal

The Stakeholder Engagement & Events Coordinator will report to Director Media Communications & Stakeholder Engagement for any matter relating to his/her assignment. Weekly (or periodic) progressive reports on activities and projects and or meetings held shall be furnished to the National Secretariat through Director Media Communications & Stakeholder Engagement.

6.2 External

- (a) The Stakeholder Engagement & Events Coordinator reports directly to the Director Media Communications & Stakeholder Engagement on all matters regarding all external matters for direction and progressive action.
- (b) The Stakeholder Engagement & Events Coordinator of the Secretariat reports on external matters were directed or entrusted to by Director Media Communications & Stakeholder Engagement.

7. KEY STAKEHOLDERS

The Stakeholder Engagement & Events Coordinator of the Secretariat must maintain effective, high level and productive working relationships with:

- 7.1 Media Communications & Stakeholder Engagement Branch.
- 7.2 PNGEITI National Secretariat.

- 7.3 MSG Constituent Membership
- 7.4 MSG Technical Working Groups (where applicable)
- 7.5 EITI International Secretariat, EITI regional office, other EITI partner organizations, development partners, foreign missions and other EITI implementing countries;

8. EXPECTED OUTCOMES

The expected outcomes of this position include but not limited to:

- 8.1 Establishing a fully functional and responsive communications and stakeholder engagement division within the Secretariat;
- 8.2 Maintaining a well-informed and updated stakeholder membership exhibiting high standard of professionalism;
- 8.3 Effective delivery of projects and assignments pertaining to the requirements of the MSG and EITI Standards.

9. POSITION STATUS

This is a permanent position within the National Secretariat. However, permanency is based on the successful completion of:

- 1. Three (3) months' probation period beginning date of hire; and
- 2. Certification of a public service induction course/training.

This may also require an appraisal from the Director Media Communications & Stakeholder Engagement.

10. PERFORMANCE ASSESSMENT

The performance of the officer shall be evaluated annually based on the respective branch allocated task deliverables based on the PNGEITI Work Plan through the annual Performance Appraisal system facilitated by Finance, Admin & HR Branch.

11. POSITION REQUIREMENTS

11.1 Skills/Knowledge:

- (a) Planning and organizing skills;
- (b) Communication and interpersonal skills;
- (c) Writing and reporting skills;
- (d) Research, innovation and analytical skills;
- (e) Relationship building and networking skills;
- (f) Strong analytical and report writing skills with emphasis on details;
- (g) Good diplomatic skills and experience.

11.2 Educational Qualifications:

- (a) Bachelor's degree in Communications (Journalism), Public Policy, Economics, Business Administration, Extractive Resource Management or other relevant fields to projects management.

11.3 Has sufficient experience of at least 5 years or more in project management services specifically in tendering and procurement management practice in a public sector organisation;

11.4 Strong communications and problem-solving skills

11.5 Sufficient knowledge of PNG government administrative and project implementation policies and processes including correct understanding and implementation of:

- (a) The Public Finance Management Act;
- (b) The Public Service Management Act and associated General Orders;
- (c) PNG Income Tax Act;
- (d) Understanding protocols and standard operational procedures of the International EITI body.

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