



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	Director Policy & Programs		EITI001	PSCGR17.5
Division	Immediate Supervisor			
Senior Management	Executive Director			
Branch / Section	Location			
Policy & Programs	Treasury House, Waigani			

1. HISTORY OF POSITION

DPM File No.	Date of Variation	Details
		Evaluated Position

2. 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.

3. PURPOSE OF THE POSITION

The position of the Director Policy and Programs of PNGEITI National Secretariat exists to provide guidance on policy matters, governance and strategic advises to the Secretariat. Reporting to the Executive Director, the Director Policy & Programs will be responsible for providing leadership, strategic planning, policy advice, technical and programs oversight to support the core functions of the Secretariat.

4. DIMENSION

- 4.1 The Director Policy and Programs is accountable for the Secretariat's Policy and Programs Branch and its annual activity programs and budget under the MSG approved annual PNGEITI Work Plan.
- 4.2 The Director Policy and Programs oversees and supervises all staff employed under Policy and Programs Branch including casual employees, short-term consultants and those on secondment arrangements.

5. NATURE & SCOPE

- 5.1 The Director Policy and Programs of the Secretariat has overall responsibility for administration and implementation of all PNGEITI operations pertaining to the Policy and Programs Branch within the approved PNGEITI Work Plan and budget, and ensures compliance with all statutory and legislative reporting requirements in respect of EITI's core business.
- 5.2 The Director Policy and Programs reports directly to the Executive Director of the Secretariat and provides policy, governance and strategic advises on policy matters.

6. KEY ACCOUNTABILITIES & RESPONSIBILITIES

- 6.1 Coordinate and manage all international development partners (IDPs) programs, meetings, events, consultations and oversee and monitor implementation of these activities;
- 6.2 Establish and maintain close relationships with EITI International Secretariat office, the Asia Pacific Regional office as well as other EITI implementing countries. This includes global conference events, regional workshops and meetings, webinars, on-line meetings (zoom, skype, Microsoft) and other engagement programs;
- 6.3 Ensure implementation of EITI programs in country are consistent with the requirements and principles of the EITI Standard and in alignment with government's policy priorities and development strategies and visions;
- 6.4 Ensure the Policy and Programs Branch contribute to Secretariat's quarterly newsletter and magazines production, the Annual Activity Reports, the work plans, industry employment surveys, researches and other reports and publications as required from time to time;
- 6.5 Manage external and internal programs on PNGEITI activities and ensure policy objectives are consistent for the extractive sector. This includes advising on EITI International activities, the EITI Standard and its Requirements as reviewed and adopted from time to time;
- 6.6 Coordinate, manage and oversee the compilation, proof reading and quality checking and assurances on editorial works on the chapters in the PNGEITI annual reports, especially

the contextual parts of the reports, the write up of the EITI Section in the annual national budget Economic Policy Document, Volume 1 and other reports and publications prepared by the Secretariat;

- 6.7 Ensure there is effective coordination and organization of the Technical Working Groups (TWGs) meetings, the Committees or Sub-Committees meeting on the various programs implemented by the Secretariat;
- 6.8 Responsible for drafting and reviewing the PNGEITI Annual Work Plans and the Multi-Year Work Plans in a timely manner and to submit to the TWG through the Executive Director for MSG's consideration and approval;
- 6.9 Responsible for drafting ministerial briefs, statements, speeches, press releases, talking points, power point presentations and general updates on EITI implementation activities for the Executive Director, MSG members and the Chairman of the MSG;
- 6.10 Responsible for drafting NEC Policy Submissions and Information Papers for policy and legislative reforms arising from recommendations made from the; EITI annual reports, EITI Validations Reports, MSG commissioned reports and such other activities as directed by the Executive Director or the MSG;
- 6.11 Responsible for drafting Minister's foreword, and assist the Director Media and Stakeholder Engagement in drafting MSG Statements and other relevant sections in the annual PNGEITI reports production;
- 6.12 Initiate and conduct research on topics of interest and analyse survey outcomes for dissemination to stakeholders;
- 6.13 Maintain working relationship with mining and petroleum industry players or industry peak bodies and relevant government institutions on policy and technical issues related to the extractive sector;
- 6.14 Attend official invitations and engagements (forums, conferences, panel discussions, etc) on behalf of the Executive Director and do presentations, deliver speeches and statements on the work of PNGEITI and its MSG;
- 6.15 Responsible for conducting regular reviews and monitoring the Secretariat work plans to ensure Key Performance Indicators (KPIs) are implemented as planned and produce monitoring and evaluation reports on a regular basis; and
- 6.16 Perform such other duties as instructed by the Executive Director and the MSG.

7. REPORTING RELATIONSHIPS

7.1 Internal

The Director Policy and Programs reports to the Executive Director for any matters relating to his/her individual and Branch deliverables. Weekly (or periodic) progressive reports on activities and projects and or meetings held shall be furnished to the National Secretariat through the Executive Director.

7.2 External

- (a) The Director Policy and Programs of the Secretariat reports directly to the Executive Director on all matters regarding all external matters for direction and progressive action.
- (b) The Director Policy and Programs of the Secretariat reports on external matters were directed or entrusted to by Executive Director.

8. KEY STAKEHOLDERS

The Director Policy and Programs of the Secretariat must maintain effective, high level and productive working relationships with:

- 8.1 PNGEITI MSG members.
- 8.2 PNGEITI National Secretariat.
- 8.3 MSG Constituent Membership
- 8.4 Various MSG Technical Working Groups
- 8.5 EITI International Secretariat, EITI regional office, other EITI partner organizations, development partners, foreign missions and other EITI implementing countries;
- 8.6 PNG Government through the appropriate delegated entity or entities.

9. DECISION MAKING AUTHORITY

- 9.1 The Director Policy and Programs holds full management and supervisory authority of the Policy and Programs Branch including its officers and programs and activities.
- 9.2 However, ultimate authority in the execution of strategic directives remains with the Executive Director.

10. POSITION REQUIREMENTS

- 10.1 Skills/Knowledge:
 - (a) Management and supervisory skills;
 - (b) Planning and organizing skills;
 - (c) Communication and interpersonal skills;
 - (d) Writing and reporting skills;
 - (e) Research, innovation and analytical skills;
 - (f) Relationship building and networking skills;
 - (g) Policy formulation, analysis and evaluation;
 - (h) Skills in drafting reports, briefs, speeches, talking points and high-level ministerial statements;
 - (i) Good diplomatic skills and experience
- 10.2 Educational Qualifications:
 - (a) A certified university degree (preferably Master's Degree) in Economics, Public Policy, Business Administration, Public Administration or a field related to mining and petroleum.
- 10.3 Work Experience:
 - (a) Senior level management experience of at least 10 years and above;
 - (b) Relevant experience in managing corporate service functions of a medium to large public sector organisation is essential.
- 10.4 Technical Expertise

10.5 High level analysis and interpretation of relevant laws and legislations governing the extractive sector, the EITI International Standards and its Requirements and Government's national development plans and priorities, Visions and Strategies including:

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

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