1. IDENTIFICATION

<table>
<thead>
<tr>
<th>AGENCY: Department of Treasury</th>
<th>SYS. POSN. NO:</th>
<th>REF. NO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE:</td>
<td>DESIGNATION/CLASSIFICATION: First Assistant Secretary – General Economic Policy, Grade 19</td>
<td>TGEPD 001</td>
</tr>
<tr>
<td>DIVISION: General Economic Policy Division</td>
<td>LOCAL DESIGNATION: First Assistant Secretary – General Economic Policy</td>
<td></td>
</tr>
<tr>
<td>BRANCH:</td>
<td>REPORTING TO:</td>
<td>SYS. POSN. NO:</td>
</tr>
<tr>
<td>-</td>
<td>Deputy Secretary (EP)</td>
<td>0000140002</td>
</tr>
<tr>
<td>SECTION:</td>
<td>LOCATION:</td>
<td>Vulupindi Haus, Waigani</td>
</tr>
</tbody>
</table>

2. PURPOSE

To provide leadership to, and manage the operations of, the three Branches within the General Economic Policy Division, which include the Public Sector Reform Branch, the Sovereign Wealth Fund Branch, and the Trade & International Relations Branch.

3. DIMENSIONS

The FAS – General Economic Policy Division reports to the Deputy Secretary – Economic Policy, and oversees the activities of the Branches within the General Economic Policy Division through three subordinate managerial positions and two support positions:

- Assistant Secretary – Public Sector Reform
- Assistant Secretary – PNG Sovereign Wealth Fund
- Assistant Secretary – Trade & International Relations
- Administration Officer
- Administration Assistant

4. PRINCIPLE ACCOUNTABILITIES

- To assist the Deputy Secretary – Economic Policy, and the Secretary, through the provision of effective leadership and management of the General Economic Policy Division.
- Provide guidance and advice to the Assistant Secretaries in the Public Sector Reform, PNG Sovereign Wealth Fund, and Trade & International Relations Branches to support their execution and delivery of the agreed priorities of the Division.
- Encourage and oversee the development of new initiatives, reviews of current processes/policies and improve the delivery of Divisional outcomes.

5. MAJOR DUTIES

- To contribute to the overall leadership and management of the Economic Policy Wing as directed by the Deputy Secretary – Economic Policy in accordance with the Treasury strategic plan, and Divisional and Branch work plans.
- Provide high level advice on issues relating to the strategic development of Treasury, operational performance, workforce and corporate planning, risk management, and analysis into general economic policy issues relating to trade, public sector reforms, wages policy, private sector development, the development of Sovereign Wealth Fund policy and trade and international relations.
- Coordinate general economic policy briefs/discussions with multilateral institutions (IMF, World Bank, ADB), bilateral donors and other external Missions.
• Support the Deputy Secretary – Economic Policy and participate as a member of the senior executive in Treasury to ensure Treasury can achieve the goals set by the National Government.
• To empower and guide the Assistant Secretaries through:
  - Promote effective Public Sector Reform through public expenditure review and rationalization, sound economic regulation and private sector development.
  - Promote sound fiscal and monetary management including through oversight of the work of the PNG Sovereign Wealth Fund Policy.
  - Promote effective international trade and international relations with development partners including bilateral and multilaterals institutions.
• Represent the Department of Treasury as required as on boards and committees including the Minimum Wages Board, Commodity Boards, National Working Group on Impediments to Private Sector Development.
• Manage the performance of all Assistant Secretaries in the Markets Policy Division and provide strategic planning, direction and leadership to ensure that:
  - the Division and Branches are adequately resourced to deliver on their priorities
  - Divisional and Branch staff are appropriately paid, trained and have their performance assessed;
  - Divisional and Branch finances are administered effectively, efficiently and diligently;
  - All Treasury policies and procedures are adhered to correctly; and
  - The Division and Branches have up to date work plans that are monitored and reported against.
• Deputise for the Deputy Secretary – Economic Policy in all aspects of their responsibilities, as required.

6. NATURE AND SCOPE

WORKING RELATIONSHIP

Internal
• This position reports to the Deputy Secretary – Economic Policy.
• Work alongside other Divisional heads in Treasury.
• Direct management of the Assistant Secretaries in the Public Sector Reform, PNG Sovereign Wealth Fund, and Trade & International Relations Branches.
• Direct management of support staff to the Office of the First Assistant Secretary – General Economic Policy Division.
• Regular liaison and contact with other Treasury staff across all Divisions.

External
• Liaison with the office of Prime Minister and National Executive Council on matters pertaining to cabinet submissions and other submissions to government and the National Parliament.
• Liaison with other government Agencies and relevant organisations on matters of strategic interest to Treasury as directed by the Deputy Secretary – Economic Policy and the Secretary of Treasury.
• Liaison with other stakeholders including international and national research organisations, industry groups and representatives, and the general public on policy issues.
• Liaising with government departments, provincial governments, statutory bodies and other relevant international stakeholders and development partners, including the International Monetary Fund, the World Bank, the Asian Development Bank, etc on issues relating to government’s economic policies to ensure economic stability and sustainable growth in the economy

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislation and Government policies that govern the work of Treasury include:

• Public Finance (Management) Act and related instructions
• Organic Law on Provincial & Local Level Government
• Public Service (Management) Act and General Orders
• Fiscal Responsibility Act
• Medium Term Fiscal Strategy
• PNG Vision 2050
• Development Strategic Plan (2010 – 2030)
• PNG Medium Term Development Plan (2011 – 2015)
8. SKILLS AND EXPERIENCES

Job Specific skills

Leadership: Lead with personal drive, commitment and resilience. Act as a positive role model on ethical behaviour for staff and demonstrate personal qualities of honesty, fairness, and professionalism. Provide strategic direction and inspire a sense of purpose and direction in the work area. Demonstrate insight and vision in providing solutions for a range of problems and ability to effectively implement change and innovation. Demonstrate the ability to motivate and lead diverse multi-stream teams to success. Be able to mentor senior staff and provide a positive learning environment to build staff capability and commitment and institutional strengthening.

Communications: Highly effective written and oral communication, negotiation, persuasion and representation skills. Communicate with influence and political awareness. Liaise and negotiate effectively internally and externally on complex matters. Demonstrated experience in leading and facilitating internal and external dialogues at a senior level and influencing group conclusions resulting in positive outcomes. Confident persona and well developed presentation skills.

Policy analysis and development: Substantial experience in economic or financial policy and analysis. Demonstrated knowledge/understanding of the management of Public Finances, economic policy analysis and reforms of government. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical judgments. Plan and monitor work tasks for goal achievement. Demonstrated knowledge/understanding of Government’s economic policy reforms and development and experience in the development of strategic policy solutions to serve the Government while demonstrating public service standards of integrity. Promote effective and efficient service delivery.

Stakeholder relationships: Demonstrated ability to build and sustain effective collaborative relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote Treasury and ensure proactive engagement with all stakeholders.

Technical: A demonstrated knowledge and understanding at a senior executive level of economic management, strategic development and planning, corporate, business and workforce planning, and experience of government processes at a parliamentary and cabinet level. Possess a detailed understanding of the range of Acts, laws and policies governing the work of Department of Treasury including:

- General accounting principles and practices
- Public Finance Management Act and Financial Instructions
- Public Service Management Act
- Public Service General Orders
- Organic Law on Provincial & Local Level Governments
- Government Financial Management System and Financial Procedures

9. QUALIFICATIONS

Bachelor's degree in a relevant field from a recognised institution. Post graduate qualification(s) in economics, public administration or management as described under the PNG Development Strategic Plan ‘Papua New Guinea Vision 2050’ and membership of appropriate professional organisation(s) would be highly desirable.