



**PAPUA NEW GUINEA PUBLIC  
SERVICE JOB  
DESCRIPTION**

**1. IDENTIFICATION**

<b>AGENCY:</b> EAST SEPIK PROVINCIAL ADMINISTRATION	<b>SYS. POSN. NO:</b> 084ESPA110	<b>REF. NO:</b> ESPYS 013
<b>SECTOR:</b> SOCIAL SERVICES	<b>DESIGNATION/CLASSIFICATION:</b> DISTRICT COMMUNITY DEVELOPMENT OFFICER-	
<b>DIVISION/DISTRICT:</b> YANGORU DISTRICT ADMINISTRATION	<b>LOCAL DESIGNATION:</b> DISTRICT COMMUNITY DEVELOPMENT OFFICER	
<b>SECTION:</b> DISTRICT COMMUNITY DEVELOPMENT	<b>REPORTING TO:</b> DISTRICT ADMINISTRATOR & EXECUTIVE MANAGER COMMUNITY DEVELOPMENT <b>SYS. POS:</b> 084ESPA650 <b>REF NO: ESPYS 001</b>	
	<b>LOCATION:</b> DISTRICT HQ	

**HISTORY OF  
POSITION**

<b>FILE</b>	<b>DATE OF</b>	<b>DETAIL</b>
<i>(Agency Reference/File No.)</i>	<i>(Structure approved date)</i>	<i>(Record of how position has</i>

**2. PURPOSE**

Responsible and report to the District Administrator or Chief Executive Officer (CEO) as per the DDA structure, and to the Executive Manager Community Development for the effective coordination and administration of divisional functions in the district.

**3. DIMENSIONS**

**The incumbent/officer  
will:**

- Be dealing with the populace of Wewak District.
- Reports to the District Administrator and Advisor Community Development.
- Work closely with the:
- Five (5) Community Development Officers (CDOs) for the 5 Local Level Governments,
- Provincial Officers of: Gender & Development Child Protection, Civil Registry, Disability and Elderly Support, Project, Spiritual Development, Youth and Sports Development.
- Work according to the limited Budget allocated to the Section as per Annual Activity Plan.
- Be dealing with the populace of Wewak District.
- Reports to the District Administrator and Advisor Community Development.
- Work closely with the 5 Community Development Officers (CDOs) for the 5 LLGs, and Provincial Officers of: Gender & Development, Child Protection, Civil Registry, Disability and Elderly Support, Youth.
- Is responsible for allocated funds and implementation of planned programs as per limited Budget allocated and Annual Activity Plan (AAP).

- Is to facilitate programs and projects co-funded by the Provincial Government and respective donor agencies at the districts and 5 LLGs.

#### **4. PRINCIPAL ACCOUNTABILITIES**

- Efficiently and effectively plan, supervise and coordinate the LLG Community Development Officers implementation of Community Development activities, programs and projects in each LLG in the District.
- Accountable to the District Administrator and Advisor Community Development for administering Community Development functions at the district.
- Effectively monitoring and evaluate implementation of these activities, programs and projects.
- Transparent and honest in assessment of the LLG CDOs as per their Job Appraisals.
- Effective and efficient reporting on usage of office funds as per the annual Budget and Annual Activity Plan (AAP) of the year.
- Effective and efficient management of provincial programs at the LLG level such as: Child Protection, Civil Registry, Disability and Elderly Support, Gender and Development, Project, Spiritual Development, Youth.

#### **5. MAJOR DUTIES**

- Plan and Coordinate Community Development activities, programs and projects.
- Oversee the timely execution of Community Development activities, programs and projects by the 5 LLG Community Development Officers (CDOs) of the districts.
- Supervise, Coordinate and oversee the functions of the 5 LLG CDOs.
- Prepare staff appraisal of the 5 LLG CDOs.
- Prepare quarterly, half yearly and annual reports on Community Development activities, programs and projects to the District Administrator/CEO and to the Advisor Community Development.
- Prepare/formulate Annual Activity Plans and Budget.
- Liaise, consult, and work closely with Provincial Officers of: Child Protection, Civil Registry, Disability and Elderly Support, Gender and Development, Project, Spiritual Development, Youth.
- Supervise the implementation by the LLG CDOs of the Provincial activities, programs (*mention above*), *projects* and functions under the direction of the District Administrator and Advisor Community Development.
- Interpret and implement ACTS such as: **LUKAUTIM PIKININI ACT 2009, MARRIAGE ACT, INFANTS ACT, ADOPTION ACT, DESERTED WIVES AND CHILDREN'S ACT, etc.** on impending community issues.
- Interpret and provide advice on policies on: social welfare and child protection, GESI on gender equality, etc.
- Negotiate with NGOs and Donor Aid Agencies such as AusAID and secure funding of activities, programs and projects to the district. Ensure that the CDOs are liaises with these agencies for the effective implementation of these activities, programs and projects.

#### **6. NATURE AND SCOPE**

##### **6.1 WORKING RELATIONSHIP**

###### **A) Internal**

- Submit reports to District Administrator and copies to the Advisor Community Development.
- Supervise the 5 LLG Community Development Officers.
- Liaise with other Divisional Functional Officers at the District.
- Liaises with colleague, Community Development Provincial Headquarter Officers and Provincial Administration staff or public servants.

###### **B) External**

- Liaise with NGOs and Donor Aid Agencies such as AusAID.
- Liaise with relevant National Departments

## 6.2 WORK ENVIRONMENT

This position is administrative, technical and specialist in nature. It requires the incumbent to do administration work. He or she will have to move around and do technical work especially in arrangement and coordination of activities, programs and projects. In addition, the incumbent at the same time has to be a specialist in Social Works to understand the intricacies of problems and how to solve them.

## 7. CONSTRAINTS FRAMEWORK AND

### BOUNDARIES The Incumbent/Officer:

#### A) Rules/Procedures

- Is to abide by the Public Service Management ACT, Public Service Revised General Orders (PS GO) of 2012 and the Public Finance Management ACT (PFMA) 1995.
- Ensure the Organic Law on Provincial and Local Level Government (OLP &LLG) is upheld at all times.
- Operates on ACTs such as: **LUKAUTIM PIKININI ACT 2009, MARRIAGE ACT, INFANTS ACT, ADOPTION ACT, DESERTED WIVES AND CHILDREN'S ACT, etc.** Implement policies such as GESI which is on Gender and other social and welfare policies.

#### B) Decision

- Is allowed to make decisions on work matters concerning the administration of the office but in consultation with the District Administrator and Community Development Advisor.
- The Decisions should be in accordance with the ACTs and Policies.

#### C) Recommendations

- The officer makes recommendations to the District Administrator and Community Development Advisor.

## 8. CHALLENGES

The incumbent will have to deal with issues on securing funding of programs and projects of Youths, Women, Sports, Churches, etc. Has to be a good supervisor in order to supervise the LLG CDOs and have to understand multifaceted issues and how to address them with assistance to be provided by the LLG CDOs.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

#### A) Qualifications

- Bachelor's Degree or Honors in ARTS specializing in Social Works or Degree in Business Administration specializing Public Policy Management (PPM).
- Post Graduate Qualifications in Social Works or Public Policy Management.
- Other qualifications as approved by the Secretary of Department of Personnel Management (DPM).

#### B) Knowledge

- Fully conversant with the following ACTs: **Lukautim Pikinini ACT 2009, Civil Registry ACT, Marriages ACT, Youth ACT, Early childhood Development/Infants ACT, Adoption ACT, Deserted Wives and Children's ACT, etc.**
- Well versed with Social Welfare Policies of Women and on Gender such as the GESI Policy
- Well versed with Family laws and regulations.
- Well versed with the Public Service Management ACT (PSMA).

- Well versed with the Public Service General Orders (PS GO).
- Well versed with the Public Finance Management ACT (PFMA) 1995.
- Sound understanding of the Organic Law on Provincial and Local Level Government (OLP & LLG).

**C) Skills**

- Possess counseling, leadership, Interpersonal & Motivation skills.
- Public Speaking Skills.
- Must be computer literate.
- Have Good Public Relations skills.
- Ability to communicate fluently in both oral and written forms.
- Have good filing and record keeping skills.

**D) Work Experience**

- At least five (5) years of work experience in the Public Service in particular in Social Welfare.

