



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Public Services Commission	SYS. POSN. NO: 0500000058	REF. NO: COMI.004
OFFICE: (Name of Office if it is none of the above)	DESIGNATION/CLASSIFICATION: Investigator (Nat. Depts/Stat. Bodies) – Grade 12	
DIVISION: Investigation	LOCAL DESIGNATION: Investigator (Nat. Depts/Stat. Bodies)	
BRANCH: Investigation	REPORTING TO: Director-Investigation	SYS. POSN. NO: 0500000005 COMI.001
SECTION: Nat. Depts/Stat. Bodies	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF. (Agency Reference/File No.)	DATE OF VARIATION (Structure approved date)	DETAILS (Record of how position has changed)
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2. PURPOSE

To assist the Principal Investigator (Nat. Depts/Stat. Bodies), and or the Director undertake activities and tasks in relation to investigations into allegations of mismanagement, maladministration, financial misappropriation and or other allegations of serious nature against National Departments & Statutory Bodies.

3. DIMENSIONS

Assist in managing investigation matters against Departmental Heads, Provincial Administrators, Head of Statutory bodies and others, position regulated under the Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004. Collection and compiling of relevant data for investigation. Plan and organize interview schedules for the Commissioners and Director Investigation.

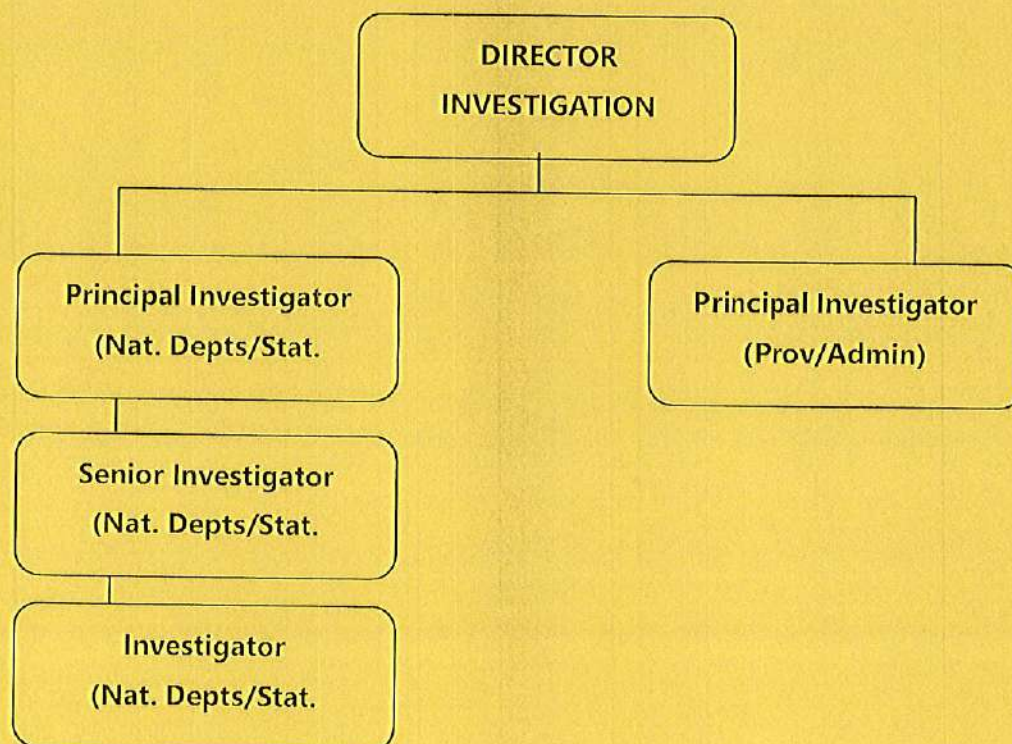
4. PRINCIPLE ACCOUNTABILITIES

- Assist the Senior Investigator, Principal Investigator (Nat. Depts/Stat. Bodies), and the Director in the execution of the Investigation functions of the Division, which include:
 - a) Carry out investigations, which includes preliminary assessment, drawing up of a Terms of Reference (TOR), investigation plan, conducting an investigation, investigation report, and delivering of advices.

- b) Check and correct submissions and advises on completed investigation cases including correspondences coming out of the Division, either for the Principal Investigator (Nat. Depts/Stat. Bodies), Director, Commissioner or Chairman.
- Assist to carry out assigned and specific investigations into allegations of mismanagement, maladministration, financial misappropriation and or other allegations of serious nature against National Departments & Statutory Bodies.
 - Assist to submit and present appropriate reports or briefs to the Principal Investigator (Nat. Depts/Stat. Bodies), and or the Director as and when required.
 - Assist in ensuring that the investigations are undertaken in a professional and timely manner.
 - Assist in the provision of reports to the Government and National Parliament on the administration of investigation matters.
 - Carry out other duties as directed consistent with the above.

5. NATURE AND SCOPE REPORTING RELATIONSHIP

The Senior Investigator (Nat. Depts/Stat. Bodies) reports directly to the Principal Investigator (Nat. Depts/Stat. Bodies), Investigation Division. In the absence of the Principal Investigator, the Senior Investigator (Nat. Depts/Stat. Bodies) reports directly to the overseer of the Division.



5.1 Working Relationship

a) Internal

Senior Investigator, Principal Investigator Officer (Nat. Depts/Stat. Bodies), Director Investigation, Chairman, Commissioner (N) and Commissioner (P), staff of the Division, and other Divisions.

b) External

All National Departments; all Provincial Administrations; all Statutory Authorities and Non-Government Organizations (NGOs).

5.2 Work Environment

Assist the Senior Investigator, Principal Investigator (Nat. Depts/Stat. Bodies), and of the Director, Investigation Division in conducting detail and complex investigation relating to allegations of mismanagement, maladministration, financial misappropriation and or other allegations of serious nature against National Departments & Statutory Bodies, in compliance with the Public Services Commission (PSC) Vision, Mission, Management Action Plan (MAP), together with the effective co-ordination and implementation of the Commission's management, corporate and strategic plans.

▪ Rules/Procedures

Broad knowledge of Public Service (Management) Act; the General Orders; Public Finance (Management) Act; the Organic Law on Provincial & Local Level Government Act, Regulatory Statutory Authorities Act 2004 and other relevant legislations.

▪ Decision

Decision on appointment and/consultation in the Division within time frame to complete the task. Make strategic decisions in consultation with the Principal Investigator (Nat. Depts/Stat. Bodies), and or the Director, Investigation on suspension, revocation of appointment and termination of Contract of employment on consultation matters.

▪ Recommendations

1. Conduct interviews and assess application on appointment of Departmental Heads for National Department, and Statutory bodies for the Commission Decision.
2. Ensure to prepare reports and make appropriate recommendations on the analysis and findings thereof, for consideration by the Commission.
3. Implement and finalize decisions made by the Commission promptly.
4. Conduct training, provide counselling and assistance to subordinate staff, where applicable.

6. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Logistics and inadequate budget appropriation for travels to carry out in-depth investigations.

7. CHALLENGES

- All cases are investigated within the year and no outstanding cases carried over to the preceding year.
- The quality of investigation is of high standard, which will result in the best decision by the Commission.

8. QUALIFICATIONS, EXPERIENCES AND SKILLS

a) Qualifications

Appropriate University degree preferably in Law or Public or Business Administration/HRM disciplines desirable. Or possession of such other academic and/or educational qualifications as may be considered acceptable to the Commission.

b) Knowledge

Possesses a proficient level of: -

- a) Public Services (Management) Act, Public Services General Orders, Public Finance (Management) Act, Organic Law on Provincial & Local Level Governments and their application.
- b) 2 – 3 years work experience in a similar environment, and has held senior positions.
- c) Basic knowledge on computing application and use of Windows 95/98/2000 and EXCEL operations.

c) Skills

Must have the ability to demonstrate the following:

- Excellent communications skills and public presentation.
- Excellent analysis, research and report writing skills.
- Proven ability to meet challenging deadlines
- High-level interpersonal and negotiation skills
- Good Public Relations & Inter-personal.
- Sound legal or law background.

d) Work Experience

Minimum of five (3) years' work experience in the field of Investigations.