



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Public Services Commission	<b>SYS. POSN. NO:</b> 0500000061	<b>REF. NO:</b> COMI.007
<b>OFFICE:</b> (Name of Office if it is none of the above)	<b>DESIGNATION/CLASSIFICATION:</b> Investigator (Prov/Admin) – Grade 12	
<b>DIVISION:</b> Investigation	<b>LOCAL DESIGNATION:</b> Investigator (Prov/Admin)	
<b>BRANCH:</b> Investigation	<b>REPORTING TO:</b> Director-Investigation	<b>SYS. POSN. NO:</b> 0500000005 <b>REF. NO:</b> COMI.001
<b>SECTION:</b> Prov/Admin	<b>LOCATION:</b> WAIGANI	

#### HISTORY OF POSITION

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

#### 2. PURPOSE

To assist the Principal Investigator (Prov/Admin), 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 Provincial Administrators.

#### 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 ACCOUNTABILITES

- Assist the Senior Investigator, Principal Investigator (Prov/Admin) and the Director in the execution of the Investigation functions of the Division, which include:
  - a) Allocation of investigation case to the subordinate investigators in the Division.
  - b) Carry out and supervise the investigation processes, which includes preliminary assessment, drawing up of a Terms of Reference (TOR), investigation plan, conducting an investigation, investigation report, and delivering of advices.



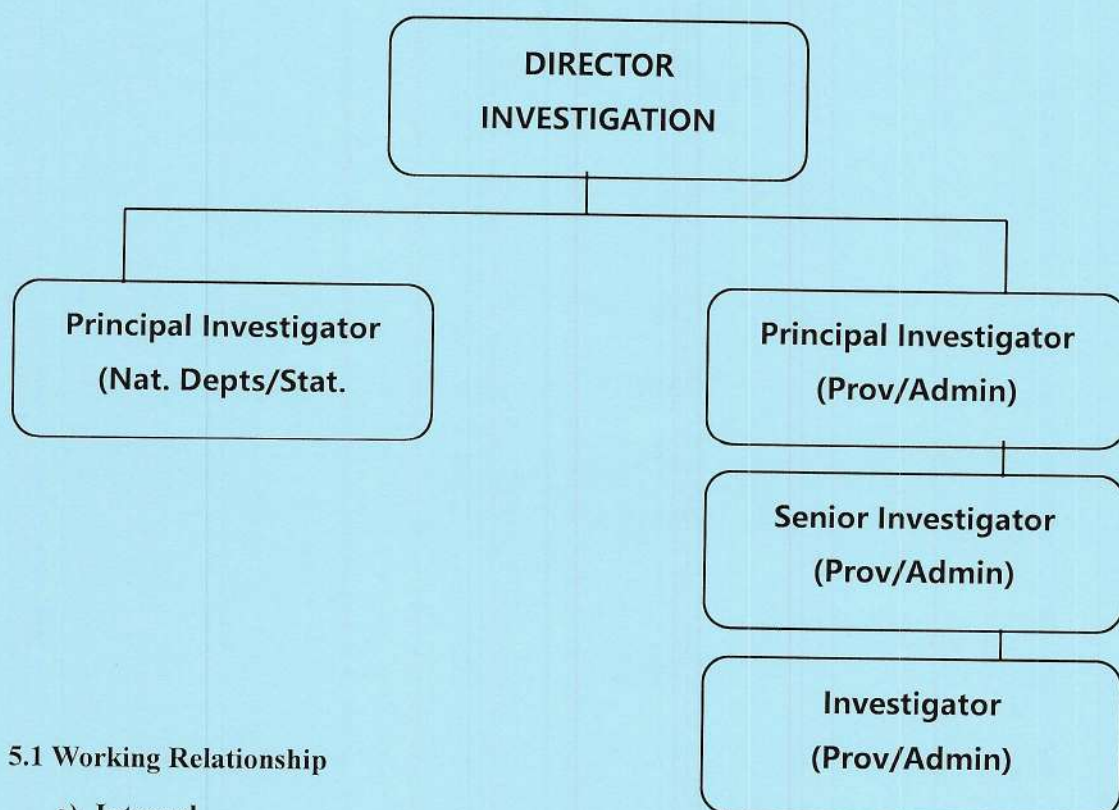
c) Check and correct submissions and advices on completed investigation cases including correspondences coming out of the Division, either for the Principal Investigator (Prov/Admin), Director, Commissioner or Chairman.

- Assist to carry out assigned and specific investigations into allegations of mismanagement, maladministration, financial misappropriation and or other allegations of serious nature against Provincial Administrators.
- Assist to submit and present appropriate reports or briefs to the Principal Investigator (Prov/Admin), 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 Investigator (Prov/Admin) reports directly to the Principal Investigator (Prov/Admin), Investigation Division. In the absence of the Principal Investigator, the Investigator (Prov/Admin) reports directly to the Director.



### 5.1 Working Relationship

#### a) Internal

Principal Investigator Officer (Prov/Admin), 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 Principal Investigator (Prov/Admin), and 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 Provincial Administrators, in compliance with the Public Services Commission (PSC) Vision, Mission, Management Action Plan Capacity Building 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 with time frame to complete the task. Make strategic decisions in consultation with the Principal Investigator (Prov/Admin), and or the Director, Investigation on suspension and revocation of appointment and termination of Contract of Employment consultation matters.

### **▪ Recommendations**

1. Conduct interviews and assess application on appointment of Departmental Heads for National Department, Provincial Administrators 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 provincial travels to carry out in-depth investigations. Lack of co-operation from Departmental and Provincial staff and the slow processing of travel matters for provincial travels by Department of Finance.

## **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) Good knowledge of Public Service Management and Development Policies, procedures & systems, and their application.
- c) 2 – 3 years work experience in a similar environment.
- d) 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.

**d) Work Experience**

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