



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> GOAC.004
<b>OFFICE:</b> GOAC	<b>DESIGNATION/CLASSIFICATION:</b> TEAM LEADER, GRADE 16	
<b>DIVISION:</b> GOVERNMENT OFFICE ALLOCATION COMMITTEE	<b>LOCAL DESIGNATION:</b> BUSINESS GENERAL EVENTS	
<b>BRANCH:</b> BUSINESS GENERAL EVENTS	<b>REPORTING TO:</b> DIRECTOR _ GOAC <b>SYS. POS. NO:</b> <b>REF. NO:DFGOAC.001</b>	
<b>SECTION:</b> EVENTS & VENUE COORDINATION	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	25-03-2024	Transfer from DPM

2. PURPOSE

To co-ordinate and implement directives from the Director, and ensure that APEC Haus and the International Convention Centre operate as venues for events during an interim period while the future management and operational aspects are put in place. Engages with Clients and implements events schedules and plans to assist the National Events Coordination Office (NECO) to deliver meeting venues at the required standard.

3. DIMENSIONS

Reports to the Director GOAC and work closely with other team members of the Events Co-ordination Section.

4. PRINCIPAL ACCOUNTABILITIES

- I. Coordinate and maintain client engagement ensuring consistent and satisfactory relationship;
- II. Coordinate and ensure all events at APEC Haus & ICC meets the clients' needs

5. MAJOR DUTIES

- Ensure that APEC Haus & ICC conference/venue facilities are utilised by all Government Agencies;
- Maintain and ensure constant booking and arrangement including awareness is regularly done;
- Ensure adequate 'bump in and bump out' human capacity is available;
- Ensure that all fees and taking from APEC Haus and ICC is accounted for & reported accordingly;
- Ensure that APEC Haus and ICC facilities are paid full in return of its usage

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

**(a) Internal**

- Liaise closely with the Senior Events Co-ordinator and other team members in the Events Coordination Section;
- Liaise with the Venue Coordination Section on matters related to events
- Liaise with DoF Advisors on work related issues.

**(b) External**

- Liaise with all government departments/agencies, private agencies/companies and general public in relation to APEC Haus & ICC venue booking.
- Liaise and work closely with stakeholders, clients and service providers.

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules & Procedures:**

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

### **7.2 Recommendations:**

- Provide recommendations to Senior Events Co-ordinator on events co-ordination sector matters;
- Recommend to Senior Events Co-ordinator on possible resolutions and identify ways to improve issues, systems and process within the events sector and branch.

### **7.3 Decisions:**

- Provide insights and make decisions on delegation/allocation of tasks to support staff;
- Decide on relevant recommendation to be brought to the attention of the Senior Events Co-ordinator

## **8. CHALLENGES**

- Oversee the Senior Events Co-ordinator in planning and development of section work plan and section Budget;
- Keeping update and aware the with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- Contribute to the alignment of personal goals with branch goals in open communication and cooperation with team members, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Limited resources may constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations.
- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities.

## 9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

### Qualifications and Experience:

- Bachelors Degree in Marketing, Hospitality, Public Administration or any related discipline from a recognized Colleges in Papua New Guinea;
- Minimum of 5-10 years' work experience in the Public Service/Agency
- Experience and exposure in coordination and management of staff and events.
- Proven experience in Public Relations and communications.

### Knowledge:

- Knowledge of administration and management of public events and venue hire;
- Knowledge of preparing and presenting events management reports;
- Organisational knowledge of hosting and coordinating events;
- In-depth knowledge of safety measurements in terms of hosting and organising events;
- In-depth knowledge of fire safety and hazard including electricity;
- In-depth knowledge of the Public Service Management Act and the General Orders.

### Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.
- Good time management abilities to manage multiple tasks, priorities and meet deadlines
- Must be flexible to work in a team environment.

**NOTE:** This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

