



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.010
<b>OFFICE:</b> GOAC	<b>DESIGNATION/CLASSIFICATION:</b> VENUE OFFICER, GRADE 12	
<b>DIVISION:</b> GOVERNMENT OFFICE ALLOCATION COMMITTEE	<b>LOCAL DESIGNATION:</b> VENUE OFFICER, VENUE COORDINATION	
<b>BRANCH:</b> BUSINESS GENERAL EVENTS	<b>REPORTING TO:</b> SENIOR VENUE OFFICER <b>SYS. POS. NO:</b> <b>REF. NO:</b> GOAC.009	
<b>SECTION:</b> VENUE COORDINATION	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	25.03.2024	Transferred from DPM

2. PURPOSE

To implement directives from the senior venue officer 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. Assist with plans, organizes, markets and promotes the venues, facilities and assets the APEC Haus and International Convention Centre (ICC) can offer.

3. DIMENSIONS

The Venue Officer reports to the Senior Venue Officer and work closely with other team members of the Venue Co-ordination Section.

4. PRINCIPAL ACCOUNTABILITIES

- I. Coordinate the engagement and continued usage of the APEC Haus and ICC venues including physical appearance and hygiene.
- II. Coordinate facilities appointed contractors that ensure venues are always in compliance and the venues are full functional. This will also be reviewing changes to the venues that position the venues to be the proffered venue of choice for all users.
- III. Manage and ensure regular meetings with facilities contractor for all facility related areas and ensure R&M is addressed in a timely manner and selection of works and contractors are in compliance to PFMA with DoF.

5. MAJOR DUTIES

- Manage and ensure that APEC Haus and ICC facilities are repaired and in good operational standards;
- Ensure adequate 'bump in and bump out' human capacity is available;
- Ensure all venues (APEC Haus & ICC) are in compliance with the Australian and PNG operational standards;
- Create network and relationships and keep abreast of latest happenings for venues hire and promotional purposes

## **6. NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

#### **(a) Internal**

- Liaise closely with the Senior Venue Co-ordinator and the other team member from venue co-ordination section
- Liaise with the Events Co-ordination Section on matters related to venue
- 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 operation.
- 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 Venue Co-ordinator on venue co-ordination sector matters;
- Recommend to Senior Venue Co-ordinator on possible resolutions and identify ways to improve issues, systems and process within the venue co-ordination sector, branch and Division.

### **7.3 Decisions:**

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

## **8. CHALLENGES**

- Assisting Senior Venue 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. This includes the Integrated Financial Management Systems (IFMS).

## 9. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- A 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 event/venue facility.
- 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.

