INDEPENDENT COMMISSION
AGAINST CORRUPTION
PAPUA NEW GUINEA

JOB DESCRIBTION

Position: Senior Advisor Planning and Organization
Grade: 11

Org Sqn:		**Branch:**	Governance
Division:	Corporate &Governance	**Reporting to:**	ED C&G.
Reporting to:	Deputy Commissioner Corporate & Prevention	**Location:**	Port Moresby (HQ) PNG

2. JOB CONTEXT

The Independent Commission Against Corruption (ICAC) is established by Part VIII Division 3 of the Constitution and the Organic Law on the Independent Commission Against Corruption 2020 (OLICAC). The purposes of the ICAC are to contribute, in cooperation with other agencies, to preventing, reducing and combating corrupt conduct.

The senior advisor Planning and Organizational Performance position is located within the governance branch and the governance branch is under the division of corporate services and governance. The senior advisor planning and organizational performance reports to the director governance and the director governance reports to the executive director corporate and governance. The corporate and governance division comes under the portfolio of the deputy Commissioner Corporate and Prevention.

3. JOB OVERVIEW

The senior advisor planning and organization plays a crucial role in providing expert advise, guidance and support to the ICAC in strategic planning, organizational development and performance management of the ICAC. This position combines strategic thinking with comprehensive knowledge of planning methodologies, project management and change management principles. It is also required of this position that the position holder must have monitoring and evaluation background.

The senior advisor is responsible for designing and implementing planning processes, developing organisational structures, monitoring and evaluation of performances, improving workflow and procedures. Additionally, they provide advice and recommendations to senior management on strategic planning initiatives, organizational developments, and process improvement.

The optimum goal is to optimize resource allocation, enhance communication and collaboration within the organization, and drive the overall performance and productivity of the organization.

4. PURPOSE AND KEY RESPONSIBILITIES

The purpose of the position of the senior advisor planning and organization is to provide strategic guidance and support in the areas of planning and organizational performance. The position is holder is to ensure effective functioning of the ICAC and that ICAC is strategically positioned to effectively carrying out its mandate by contributing towards leveraging the efforts to reducing corruption in PNG.

The responsibilities of the position of the senior advisor planning and organizational performance include the following:

4.1 Collaboration with Management

- Develop and implement strategic plans and initiatives to align the organization's goals and objectives with overall business strategy of the ICAC.
- Collaborate with senior management team to develop and implement the ICAC's Strategic Plan/the Corporate Plan.
- Conduct SWOT analysis to identify strength, opportunities, weakness and threats and strategically align/position the ICAC to be effective in its contribution towards fighting corruption in PNG.
- Conduct thorough risk analysis and research to identify key opportunities and risks, propose strategic initiatives, and define measurable goals and objectives in consultation with the management team.
- Collaborate with senior management to define short-term & long-term organizational goals and objectives.
- Provide guidance and support to divisional heads in developing their divisional goals and objectives that align with the overall organizational strategy.

4.2 Organizational Structure

- Assess the organization's structures, processes, and resources to ensure that the ICAC is positioned strategically for efficiency and effectiveness in its mission.
- Recommend improvements and assist in the implementation of organizational development initiatives, such as restructuring, process optimization, and systems integration.

4.3 *Change Management*:

- Assist in managing organizational change by identifying potential resistance, developing change management strategies, and providing guidance to key stakeholders. Collaborate with HR and communications teams to ensure

effective communication and engagement throughout the change process.

4.4 Performance Management:

- Develop and implement performance measurement frameworks to assess the organization's progress towards its strategic objectives.
- Analyse data, produce reports and facilitate the use of performance indicators for decision-making and continuous improvement.

4.5 Stakeholder Engagement

- Build and maintain strong relationships with internal and external stakeholders to ensure alignment of goals and effective collaboration.
- Provide advise and expertise on planning and organizational matters to various stakeholders, including senior executive management team and the MOC and the project teams.
- Partner with cross functional teams to ensure alignment and coordination of efforts across the organization.

4.6 Project Management

- Identify and evaluate business process and practices improvement opportunities to increase and improve operational efficiency and effectiveness and deliverables both quantitatively and qualitatively.
- Oversee the planning, execution, and monitoring of critical project teams, establish timelines, assign tasks, and ensure project goals are achieved within specified timeframes and budgets.
- Drive the execution of key projects and initiatives, ensuring timely completion and adherence to budgetary constraints.
- Monitor & analyse organizational performance metrics including projects to assess progress towards set goals and objectives.
- Develop and deliver presentations to senior management and key stakeholders, providing strategic recommendations and updates on progress.

4.7 Leadership and Teamwork

- Provide leadership and mentorship to junior team members, fostering a culture of continuous learning and professional growth.

5.QUALIFICATION REQUIRED

The job requirement is intended to convey information essential to understanding the scope of the position and general nature and level of work to be performed. It is not intended to be an exhaustive list of qualifications, skills, responsibilities, or duties associated with the job. Hence, the qualifications required for the position include:

- Proven experience in developing strategic plans, implementing change management initiatives, organizational development, and project management.
- Strong analytical skills with the ability to interpret complex data and translate it into actionable insights.
- Excellent communication skills, both written and verbal with the ability to present information to diverse audiences and presentation skills, with the ability to influence and engage stakeholders at all levels.
- Strong leadership abilities with the capacity to influence and drive change.
- Proficient in using project management tools and software a bonus.
- Experience in working with cross-functional teams and managing multiple stakeholders.
- Strong analytical and problem-solving skills with the ability to think strategically and execute tactically.
- Excellent leadership and interpersonal skills, with the ability to collaborate effectively with cross functional teams.
- Ability to work in a dynamic, fast-paced environment with changing priorities and tight deadlines.
- Proactive and self-motivated, with the ability to work independently and as part of a team.
- Demonstrated ability to drive results and achieve goals in a fast-paced and challenging environment.

4. EDUCATION QUALIFICATIONS

Bachelor's degree in business administration, organizational development, strategic management, or a related field. A master's degree would be an advantage in the related field mentioned would be an advantage.

5. JOB REQUIREMENT

Requirements for the position of senior advisor planning and organization include.

- Minimum of 5-10years of experience in Strategic/Corporate Planning, Organizational Development, Strategic Management and Project Management or a similar role.
- Must possess a working knowledge of the Mandate of the ICAC, its Functions and Powers and other related legislations like the Whistle Blowers Act, Criminal Code Act, proceeds of Crime Act etc.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills
- Ability to work collaboratively and influence stakeholders at all levels.
- Attention to detail and ability to work in a fast-paced environment.
- Must have some practical experiences in Monitoring & Evaluation work.
- Must be a team player with strong leadership skills.

6. KNOWLEDGE

Knowledge required of the position of the senior advisor planning and organization:

- Sound knowledge of the anti-corruption and related legislation like the Organic Law on Independent Commission Against Corruption (OLICAC), Whistleblower Act, Proceeds of Crime Act, Criminal Code Act and other relevant legislations that ICAC will most likely come across in the course of its work.
- Laws governing the public sector in PNG like the Public Service Management Act (PSMA), Public Service General Orders (PSGO), Public Finance Management Act (PFMA) Public Service procedures and operations, Leadership Code Act etc.
- National Government Strategic Goals and Directions like the National Anti-Corruption Strategy (2010 – 2030) and National Plan of Actions (2020 – 2025) etc.
- Other key institutions that are responsible for governance, integrity, transparency, and accountability matters in PNG.

7. SKILLS

Skills required of the position include the following:

- Strong clear oral and written communication skills.
- Strong analytical & problem-solving skills.
- Strong interpersonal skills and ability to lead complex teams.
- Highly advanced research, analytical, strategic management & public policy experience.
- Excellent stakeholder management and engagement abilities
- Effective planning, organizational, and monitoring skills.
- Monitoring & Evaluation skills
- Project management skills
- Ability to produce and oversee workplans.
- Corporate and strategic planning.
- Computer literacy skills - operation of standard software applications
- Effective coordination & facilitation skills.

8. WORK EXPERIENCE

The experiences required of the position include:

- Minimum of 5-10 years of being in a management or supervisory role with integrity organizations with a minimum staff subordinate of 5-10 officers.

- Experience in developing/facilitate for the development of organization's plans (Strategic/corporate plans and annual plans), projects and monitoring and evaluation work.
- Been in a management or leadership roles for over 5+ years in an institution of integrity.
- Negotiation, coordination & facilitation experience in a similar environment.
- Has experience in research, strategic and analytical work and developing organizational policies & procedures.
- Experience in monitoring & evaluation.

9. OTHER ESSENTIAL ATTRIBUTES

Other essential character and attributes needed/required of the position**:**

- Demonstrated commitment to honesty, ethical behavior, and conduct.
- Adherence to strict confidentiality requirements and to information handling, protection, and security procedures.
- Leadership traits.
- Team player
- High sense of responsibility and integrity to the public interest.
- High sense of care for the state properties.
- A person of high integrity respected by community and colleagues.
- Persistency, perseverance, endurance, and patience but of firm character.
- Someone who does their jobs without fear or favor, but the rule of law is upheld in whatever circumstances.