



**OMBUDSMAN COMMISSION
OF PAPUA NEW GUINEA**

JOB DESCRIPTION

1. IDENTIFICATION

OMBUDSMAN COMMISSION	SEQUENCE NO: 180	POSITION NO: ASD01
DESIGNATION/CLASSIFICATION	Director ASD - Contract "A" - Grade 14	
DIVISION: Annual Statement Division (ASD)	LOCAL DESIGNATION: Head Office - Port Moresby	
UNIT: Office of Director - ASD	REPORTING TO: Secretary to the Commission Counsel to the Commission	POSITION NO: COS01 COU01
HIGHEST SUBORDINATE: Team Leader-Team 1 Team Leader-Team 2 Team Leader-Team 3 Team Leader-Team 4 Team Leader-Team 5 Team Leader-Team 6 Security/Driver/Attendant Executive Secretary	POSITION NO: ASD04 ASD11 ASD18 ASD25 ASD32 ASD39 ASD02 ASD03	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
ASA01	OC Decision No. M5_2024 of 23/05/2024	As a result of Organizational Restructure

1. PURPOSE

- Is responsible for the effective and efficient management and performance of the ASD.
- Provide strategic and tactical advice to the Commission on issues relating to the receiving, processing and investigating of complaints, to creating a greater public awareness of the constitutional role and function of the Commission, and to providing an enhanced client service delivery into dealing with complaints generally.
- Monitor the performance of the Division to ensure a consistently high standard of client service delivery in all operational aspects.
- Prepare submissions for consideration by the Commission on all significant issues affecting the Division's activities, in accordance with the Strategic Plan, the IT Strategic Plan, the Ombudsplan, the External Relations Plan, the Standard Operating Procedures (SOP) and the HR Manual.
- Provide advice and support to the Members of the Commission (MOC) and takes all steps necessary to ensure the Commission's constitutional obligations are carried out in a professional, effective and timely manner.

- Receive, process and investigate complaints in accordance with the Constitution and the relevant Organic Laws, to ensure fair dealings, public accountability, and appropriate administrative practices in all levels of the public sector.
- Prepare and deliver “Induction” to the new and continuing Members of Parliament.

2. ACCOUNTABILITIES

- Ensure to produce Annual Ombudsplan to guide his performance and achievements in his Division.
- Ensure to produce Annual Calendar to guide when to issue Statements to Leaders.
- Ensure all Annual Statements are issued on time.
- Ensure all Annual Statement are received on time.
- Ensure information declared is entered into the Database.
- Ensure comparative analysis is circulated to MOC in timely manner.
- Ensure Section 4(4) OLDRL is served to the leader in the form of acknowledgement of receipt of their lodgment of forms.
- Ensure registration of anomalies or variance from the comparison analysis is investigated.
- Ensure Cases Registered, SOPs are strictly enforced.
- Ensure Section 7 of OLDRL is sent to respective Ministers who are Directors or have Shareholding in Companies.
- Ensure Section 8 of OLDRL is sent to respective Leaders who are Directors or have Shareholding in Companies.
- Ensure that all “declared Gifts” are valued within one month of receipt by Ombudsman Commission. The Leader is informed of the Commission’s findings and ask for Leader’s intention in the second month of the receipt of the gift.
- Ensure new leaders have their files created within a month, and Annual Statement forms are issued.
- Ensure that the Heads of all Government Entities either newly created or within Commission’s Jurisdiction, provide Annual Statements submission(s) within three months.
- Ensure that a monthly report highlighting “*non-submission*” and “*late submission*” statistic for Commission’s consideration and Decision in all its monthly Head Office Commission’s Constitutional matter meetings.
- Ensure that records (both Annual Statement & Leadership cases/document/materials, etc) are digitized; and maintained and folioed for all leaders.
- Provide guidance to Team Leaders and staff and ensure they discharge their duties in an appropriate manner.
- Ensure Cases do not go backlogged that is more than six months. Submission for extension of time shall be done ONLY three time after each six months lapse. If the cases goes beyond two years, a submission shall be done for the responsible Officer to the Commission for Decision(s) on appropriate considerations.
- Ensure that all Senior Assessors make “*1.5X Submission relating to matters under their investigations*” in every Commission’s monthly meeting on the Constitutional matter held in the Head Office.
- Ensure that the Senior Assessor is to produce 3x ‘Full Investigation Report with draft RTBH annually
- Ensure that the Assessor is to produce 2X “Full Investigation Report with draft RTBH” annually.
- Ensure Vetting of all Full Investigation and Draft Right-To-Be-Heard Reports are done.

- Ensure that a “Case File” is created within the day after the Commission meeting where Commission’s Decision instructing the Office of Counsel to finalize the “Right to Be Heard”.
- Directors to ensure implementation of Organizational Policies are done.
- Identify training and development needs on an even-handed and fair basis.
- Ensure the work of the Division is carried out within the operational funds allocated and the Divisional budget is monitored and managed appropriately.
- Ensure all operational targets and performance criteria contained in the Ombudsplan are met on a monthly and annual basis and take immediate steps to remedy any problems or deficiencies identified in the statistics and performance reports.
- Contribute to the production of the Ombudsplan by 15 of June annually.
- Ensure that the Divisions performance against the Ombudsplan report is produced by 30 January of the preceding year for the preceding year’s Annual Report.
- Liaise with the Director and Managers in Corporate Services Division to ensure that a good working environment is maintained in the Division, in relation to Division's budget and financial matters including the maintenance of equipment, furniture and general office facilities.
- Liaise with Office of Counsel to monitor the progress of leadership investigation cases and related activities under the Division.
- Providing monthly briefs to MoC on Division's task updates through the office of the monitoring and evaluation.
- Providing quarterly Performance Management Review (PMR) report of the Division to the Policy & Planning Unit.
- Appraising Team Leaders' annual performance and “quality assurance done” on the officers' performance ratings.
- Responsible in the preparation and compilation of the Division's Annual Budget Preparation and its Ombudsplan (Annual Activity Plan).
- Prepare and provide Annual Report write-up for the Division against the Division’s Ombudsplan and furnish to the Executive Services Division.
- Ensuring that the Division's attendance electronic Register are done timely and honestly for purpose of providing man-hour loss report for payroll calculation and the Staff Performance Appraisal.
- Ensure to produce a Major Report on the National General Election which is held every five year within three months after the “Return of WRIT”.
- Prepare a major report on the issuance and administration of Section 27(4) Constitutional Directions prior to the “Issue of WRIT”.
- Ensure submissions are made to the Commission to bring new Public Offices under the Leadership Code where necessary.

3. MAJOR DUTIES

- Exercise audit on Commission assets on departing officer to ensure all Commission assets are returned, proper hand-over of case files with briefs for all open and close files.
- Ensure that all closed files are closed NFA and locked in the file Registry records.
- Communicate and produce list of assets the Division carries in the form and manner the Asset Record holds.
- Exercise delegated functions and powers assigned under the Constitution and the relevant Organic Laws.

- Assist with the efficient management of the Division is achieved and sustained. In particular, all legal requirements are complied with and that instructions in the Standard Operating Procedure (SOP) Guidelines and the practice guidelines.
- Develop and maintain a close working relationship with the Members of the Commission and report on the status and progress of investigations and other activities being undertaken.
- Implement the Commission's decisions that relate to the Division, except where specific instructions apply or the Secretary is assigned direct responsibility.
- Develop and recommend to the Secretary, specific policies, procedures and programs to implement the general policies and decisions or directives of the Commission.
- Develop and recommend to the Commission strategic, tactical and operational planning matters (other than matters relating to investigations) consistent with the requirements of the Strategic Plan, the IT Strategic Plan, the Ombudsplan, the External Relations Plan, the HR Manual and practice guidelines issued by the Commission from time to time.
- Promote strong leadership in the Division.
- Encourage and assist investigators to find creative solutions to problems and apply lateral thinking to designing strategic approaches to the process of an investigation.
- Submit to the Members of the Commission investigation reports for decision on a timely manner.
- Responsible for the quality and timeliness of work undertaken by the Division.
- Carry out other duties as directed from time to time.
- Attendance to Commission's Constitutional meetings as and when respective agendas are listed for monthly meetings.
- Ensure submissions from case officers on backlogs are submitted to MoC requesting for extension of time to complete the backlog cases.
- Effective Management of the Memorandum of Agreement (MoA) between oversight bodies including FASU and other bodies necessary.
- Review of the Standard Operating Procedures (SOP) as and when required.
- Ensure Annual Statements are issued one month before the anniversary date.
- Ensure new appointment of Leaders are given their annual Statements on time.
- Ensure to effectively and efficiently enforce the Sections of the *OLDRL*.
- Ensure reasonable time is given to Leaders on matters under Section 12 of the *OLDRL* provisions.
- Ensure to conduct biannual Leadership Summits for all categories of Leaders.
- Ensure proper maintenance and update of Leaders records including entering information into the CMS database.
- Ensure all intelligence information on Leaders are regularly updated.
- Liaise with Office of Counsel on the Directions under S27(4) of the *OLDRL* and ensure the Directions are properly managed and discharged.
- Ensure comparative analysis of Leaders Annual Statements and provide to MoC periodically.
- Ensure all investigations must have an Investigation Plan to assist in conducting effective and timely investigations.
- A Year before the National General Elections, ensure total expenditure for the participation for Ombudsman Commission on Election Awareness, Voting and Counting Observations are added onto the OC National Budget.
- Make submission to Commission the tentative plan for consultation with PAs, DDA CEO's

Heads of National Agencies, conduct of Leadership CODE Awareness, Observations of campaign, voting and counting of votes.

- Conduct consultation
- Conduct Leadership Code Awareness
- Prepare and conduct Leadership Code Induction organized by Parliament.
- If need be, prepare and conduct own Leadership Code Summit.
- Prepare debriefing report on the Leadership Code Awareness, Campaign, Voting and Counting Observation.
- Prepare and submit to the Commission a major report on the issuance and administration of the Section 27(4) Constitutional Direction.

4. NATURE AND SCOPE

Director Annual Statement is responsible for the overall operations of the Division. He/she provides technical advice to the Members of the Commission (MoC) on Administration of Annual Statements and all Annual Statement investigation cases and other related matters for decision.

4.1 WORKING RELATIONSHIP

(a) Internal

The Director Annual Statement is responsible for the performance of the following services:

- Consult with Members of the Commission, Secretary, Counsel, and other Divisional Directors.
- Leadership Investigations Units
- Annual Statement Unit

(b) External

The Director Annual Statement liaises with the following external parties:

- Leaders occupying public offices
- Government Bodies
- Oversight Agencies (domestic and international)


4.2 WORK ENVIRONMENT

Pursuant to the powers conferred on the Commission by Sections 218 and 219 of the Constitution, the Annual Statement Division has the principal role of investigating Leadership issues arising from Annual Statements in terms of possible breaches of the Constitution and the Organic Law on the Duties and Responsibilities of Leadership by person(s) appointed or elected to occupy public offices. The nature of the work that the position

of Director Annual Statement plays is both technical in terms of analysis of Annual Statement declarations and investigations of issues arising from the Annual Statements.

5. QUALIFICATIONS, EXPERIENCES AND SKILLS

- (a) **Qualifications** - Bachelor Degree in Law, Accounting, Public Administration, Economics, Business Management, Strategic Management or an equivalent field. Certified or active member of a Professional body or association is desirable.
- (b) **Knowledge** - Sound knowledge of current leadership and management development techniques. Also have the knowledge to apply fair and equitable management practices to all aspects of work.
- (c) **Skills** - Possess extensive investigative and analytical skills gained from working in a public and/or private sector administrative environment. Display high level of interpersonal, negotiation, interview and communication skills (verbal & written). Sound understanding of computers and basic computer applications are necessary.
- (d) **Work Experience** - 10 years of experience in investigative and/or conflict resolution related work. Proven record of leadership and team building experience.



RICHARD PAGEN
CHIEF OMBUDSMAN

Date: 01/08/2025



TABITHA SUWAE
OMBUDSMAN

Date: 04/08/25



KEVIN KEPORE
ACTING OMBUDSMAN

Date: 04/08/2025