



**BANK OF PAPUA NEW GUINEA**

## **Position Description**

<b>Job Title</b>	<b>Research Analyst, MPU Economics Department</b>
<b>Reporting to</b>	Manager MPU
<b>Location</b>	Port Moresby
<b>Salary range</b>	TBA
<b>Employment Type</b>	National Non-Contract

### **Role Descriptions**

The primary role of Research Analyst is to effectively and efficiently assist in managing and leading Research and Analysis to inform policy decisions.

The incumbent will collect and analyse data, develop economic models, and present findings to help guide government agencies by assessing the impact of policies, and providing recommendations for policy changes.

### **Responsibilities**

#### **Formulate the Bank's Monetary Policy**

##### ***Key Activities***

- Establish, maintain and develop an appropriate framework for monetary policy
- Advise on particular policy decisions and settings on an ongoing basis
- Review monetary policy on a monthly and semi-annual basis and act on the review outcomes
- Direct the formulation of monetary policy towards the Bank's objectives
- Ensure monetary policy is practical to implement and appropriately responsive to events
- Ensure the preparation, analysis and presentation of accurate, timely and useful monetary and economic forecasts
- Ensure advice and analysis is soundly based, well researched (in line with central bank and international standards) and effectively communicated to appropriate audiences including the general public
- Ensure all key activities are timely and on schedule

#### **Research and Develop Economic Knowledge to Support Central Banking Function**

##### ***Key Activities***

- Establish and maintain a research programme targeted at achieving the Bank's objectives
- Ensure the collection, analysis and dissemination of economic data to provide statistics which meet the end-users specified needs
- Ensure the collection, analysis and reporting of balance of payment, monetary and financial statistics
- Ensure the collection, analysis and reporting of the retail price index to enhance monetary policy

- Ensure that all research and analysis that should reasonably be undertaken to support the Bank's functions is considered for inclusion in the research programme

### **Increase Public Understanding of Economic Issues**

#### ***Key Activities***

- Identify problems in public understanding and opportunities for increased understanding and determine appropriate responses
- Develop and maintain strategies to communicate the Bank's policies, views and operations on national and international economic issues to stakeholders and other appropriate audiences
- Provide publications and other communication vehicles (e.g. public seminars) to inform the public and appropriate specialist audience

### **Provide Monetary and Economic Advice to Government**

#### ***Key Activities***

- Identify issues that are important to the Bank's functions or where events, requests from government or the Bank's particular capabilities suggest advice might be appropriate
- Develop appropriate strategies and responses for such issues
- Ensure advice is soundly based, well researched (in line with central bank and international standards) and effectively communicated

### **Provide Overseas Representation and Liaison**

#### ***Key Activities***

- Represent the Bank in its dealings with specific international institutions (e.g. IMF, BIS, WTO) and maintain appropriate relationships with overseas central banks
- Provide information and assistance on economic and financial matters affecting Papua New Guinea
- Ensure the conduct of transactions as fiscal agent of the government and the provision of appropriate operational services to meet government obligations
- participate in appropriate international bodies and discussions and cooperate with appropriate international initiatives

### **Ensure the development of the Economics Department capability**

#### ***Key Activities***

- Ensure the same performance management system processes are carried out for all department staff
- Identify staff training and coaching requirements and meet within budget
- Maintain and develop capacity of the department including the level of skills, knowledge and experience required for the department to meet its responsibilities

## **Requirements**

### **Minimum Qualifications, Experiences & Skills.**

- Bachelor Degree in Economics, Business management or related field from a recognized institutions
- 3- 5 years of professional work experiences in similar roles from recognized institutions
- Personal Attributes to work collaboratively with senior staff and management
- Proficient in Microsoft suites
- Detailed oriented, attention to detail
- Have the basic understanding of the role

### **Working Relationship**

The Research Analyst will establish and maintain the following internal and external relationship

#### **Internal Relationship**

- a. Directly accountable for the manager, Monetary Policy Unit, Economics Department
- b. Liaise and work closely with the Unit Manager and unit staff
- c. Work with managers and staff from other departments in areas of common interest

#### **External Relationship**

- a. 3<sup>rd</sup> party service providers
- b. Develop and maintain working relationships with external parties as required for the job

### **Financial Authorities:**

No financial Authority

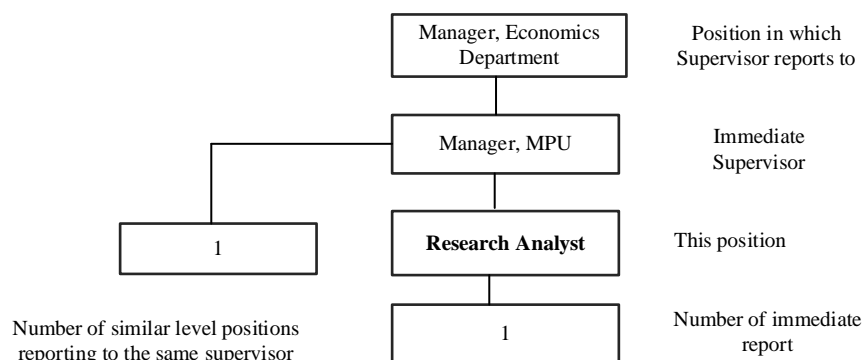
### **Staffing Authority:**

- Recommend filing of department vacancies
- Recommend reviews of establishment

### **Policy/Procedure Authority**

- Vary Economics Policy in line with statutory requirements

### **Reporting Relationship**



Refer also t the full Organization Chart

<p><b><u>Function</u></b></p> <p>Monetary and Economic Policy</p>	<p><b><u>Objective 1:</u></b></p> <p>Sound Monetary Policy and effective transmission to ensure Price Stability</p>
<p><b><u>Goal 1</u></b></p> <p>Establish and Maintain Price Stability</p>	<p><b><u>KRA 1.1-1.5</u></b></p> <p>Monetary Policy and effective transmission to ensure Price Stability</p>

**Bank Values:**

- Integrity – with integrity we build good governance and credibility.
- Transparency – with transparency our decisions stand scrutiny.
- Accountability – through accountability we take responsibility for our decisions and actions.
- Efficiency – with efficiency we produce quality results on time and on budget
- Professionalism – through professionalism we strive for best practice.
- Team work – through team work we benefit from sharing skills, knowledge and experience.