



## BANK OF PAPUA NEW GUINEA

### Position Description

<b>Job Title</b>	Senior Analyst
<b>Reporting to</b>	Manager, International Transaction and Monitoring Unit, Economics Department
<b>Location</b>	Port Moresby
<b>Salary range</b>	TBA
<b>Employment Type</b>	Contract

#### **Role Description:**

The Senior Analyst would be responsible for review and provide advice based on ongoing research & analysis, including examination of trends in relevant foreign exchange, licensing, Kina Facility Rates (KFR). Economic Papers undertakes medium- and long-term research with a strong policy orientation.

The incumbent will also review and approves gold and reserves licenses application as well as provides expert advice based on ongoing research & analysis, including examination of trends in relevant data to the concern clients.

#### **Responsibilities**

- Attend reviews and discussions on Quarterly Economic Bulletin (QEB) overviews, Kina Facility Rate (KFR) and the Monetary Policy Statement (MPS).
- Review and approve gold export license applications.
- Review and approve applications on other exchange controls retained.
- Attend to phone queries on gold export license requirements and related matters.
- Attend meetings and follow-up on gold and other foreign exchange related matters.
- Enforcement of monitoring and compliance with approvals granted.
- Assist manage foreign debt and equity databases and other databases.
- Lead and train junior staff, as well as provide overall support to the Unit.
- Carry out other duties as directed.
- Assist manger to ensure that foreign exchange monitoring systems are planned, developed and managed so that completed and up-to-date information is gathered and recorded;
- Assist the manager to ensure the development and implementation of effective contingency plans and response to anticipated and crisis or emergency situations
- Ensure that information arising from or relevant to foreign exchange flows, kina and gold export is communicated effectively, efficiently and promptly between the department and other appropriate areas of the Bank, particularly the Balance of Payments Unit in Economics Department
- Assist manger to ensure that foreign exchange monitoring systems are planned, developed and managed so that completed and up-to-date information is gathered and recorded;
- Monitor and assist with taxation surveillance and transfer pricing practices;
- Ensure rigorous analysis and assessment based on foreign exchange dealer licence;
- Ensure rigorous analysis and assessment based on foreign exchange regulations, policies, guidelines and procedures on applications for gold export licence.
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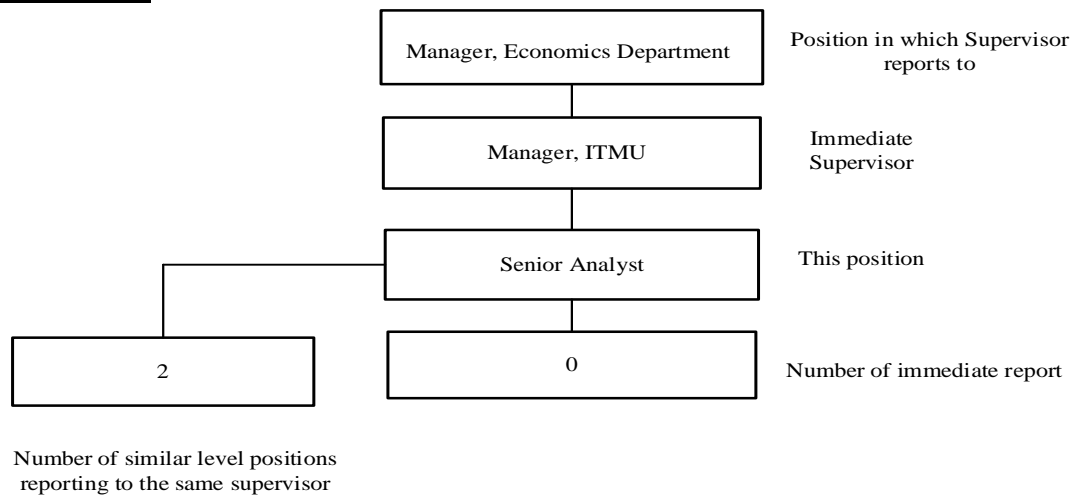
## **Requirements**

### **Qualifications/Experiences/Skills/Competencies**

*The senior Analyst, ITMU must have:*

- Bachelor's Degree or Masters in Economics, Banking or Finance or related field in a recognized institutions
- Have minimum of five (5) years' experience in similar role from a Banking and Finance industry
- Able to do project financing particularly in debt and equity and analyse its impact on domestic economy.
- Has the potential and capability in the enforcement of Regulatory Requirements.
- Has been in a senior level of position and is exposed to the high level of management.
- Has good communication and computing skills.
- Can be able to work under minimum supervision and must be willing to work after hours and meet deadlines.
- Has good personalities, characteristics, leadership skills and professional experience to demonstrate the requisite competencies and values.
- Possess the skills and knowledge to deliver and has the attributes to work collaboratively.

### **Reporting Relationship**



Refer also to the full Organization Chart

### **Working Relationship**

The Business Analyst will establish and maintain the following internal and external relationships:

#### **Internal Relationship**

- a. Be directly accountable to the Manager, International Transactions Monitoring Unit
- b. Liaise and work closely with the ITMU Manager and staff, other Units and Department staff.
- c. Work with managers and staff from other units and departments in areas of common interest.

#### **External Relationship**

- a. 3<sup>rd</sup> Service providers
- b. Develop and maintain working relationships with external parties.

### **Authority Levels:**

#### **Financial Authority**

- No Financial Authority
- Seek approval of ITMU Manager for all administrative matters

#### **Staffing Authority**

- Assist manager to recommend filling of Analyst vacancies within approved establishment.
- Assist manager to recommend reviews of establishments for the Unit.

### **Policy/Procedure:**

Vary ITMU policy in line with statutory of establishments for the unit  
Recommend ITMU policy amendments in line with best practice and business requirement

<b><u>Function</u></b> Monetary and Economic Policy	<b><u>Objective 1</u></b> Sound Monetary Policy and effective transmission to ensure Price Stability
<b><u>Goal 1</u></b>  Establish and Maintain Price Stability	<b><u>KRA 1.1 – 1.5</u></b>  Monetary Policy settings stabilize prices while ensuring a convertible currency

**Bank Values:**

- Integrity – with integrity we build good governance and credibility.
- Transparency – with transparency our decisions stand scrutiny
- Accountability - Through accountability we take responsibilities 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.

