BANK OF PAPUA NEW GUINEA

Position Description

Job Title	Analyst- International Transaction and Monitoring Unit-Economics Department
Reporting to	Manager, ITMU
Location	Port Moresby
Salary range	TBA
Employment Type	Non-Contract

Role Descriptions:

The Analyst- ITMU is responsible for monitoring, analysing, and reporting on international transactions o denture compliance with the Central Bank's regulatory framework. The role contributes to safeguarding Papua New Guinea's Balance of Payments, maintain financial stability, and providing data-driven insights to support the Banks's monetary policy, exchange control, and economic research functions.

The officer to effectively and efficiently deliver and contribute to the above functional responsibilities and be accountable to the Unit manager.

Responsibilities

- Ensure the Bank's internal policies and procedures are applied and followed by Unit staff at all times
- Help support and manage workflow regarding the Unit's core functions and tasks to ensure that urgent or important matters are prioritized and that core aspect of the Unit's work receive appropriate and effective support of statistical officers and Senior Analyst
- Schedule and help manage the commitments and priorities
- Collect review ,and analyse international transaction data from authorized dealers, government agencies, and reporting institutions
- Monitor foreign currency flows to detect irregularities, compliance breaches, and emerging risks.
- Support the preparations of reports on the Balance of payment (BoP), International Investment Position and foreign exchange transactions.
- Conduct research and provide economic analysis on external sector development including trade, remittances, and capital flows
- Maintain and update database and monitoring systems for timely and accurate reporting
- Assist in developing policy advice and recommendations on international transactions and exchange control issues
- Contribute to capacity building ,process improvements, and knowledge sharing within the unit
- Participate in the performance management system processes which are carried out for all department staff
- Participate in collective advice and decision making on the Bank's operational plans and resource allocations
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- Assist identify training and coaching requirements for statistical officers and seek advice from Senior Analysts, to progress them to Unit Manager

Requirements

- ✓ **Minimum Qualifications**

  - Bachelor's Degree in Economics, Finance, Accounting, Business Statistics or related field from a recognized institution.

- ✓ **Experiences**
  - 2-3 years' of work experience in data analysis, economic research, banking, financial services, analyst or similar position.
  - Experiences with international trade or foreign exchange monitoring (Desirable)

- ✓ **Skills/Attributes/Competencies**
  - Proven and well developed technical and professional skills, analytical skills, sound theoretical economic knowledge.
  - Strong analytical quantitative skills.
  - Proficiency in in MS Excel and statistical/economic software (e.g; Stata or similar).
  - Strong reporting writing and presentation skills.
  - Good communication and stakeholder engagement skills.
  - Attention to details and ability to meet tight deadlines.
  - High level of professionalism, integrity, and confidentiality.

Working Relationship

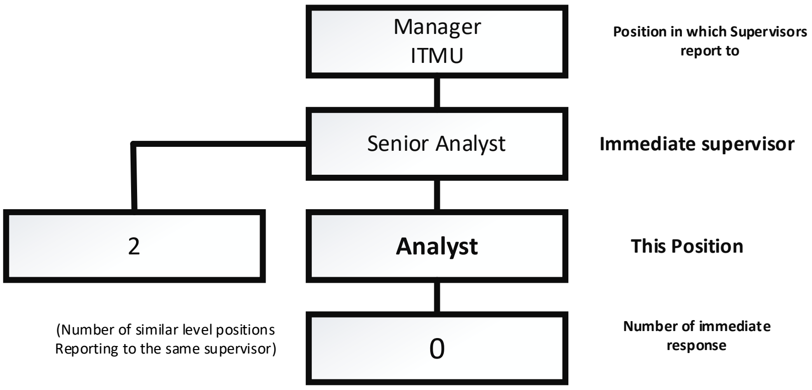
- ✓ **Internal Relationship**
- ✓ Be accountable to the Unit Senior Analyst
- Be accountable to the Manager, International Transaction and Monitoring Unit
- Be accountable to the Manager, Economics Department
- Communicate and Liaise with other Staff within the ITMU and Economics Department
- Established and maintained relationship with staff within the Bank with common interest
- ✓ **External Relationship**
- Engage with third party external stakeholders
- Engage with 3rd party service providers
- Established and maintain relationship with Commercial Banks, Governments Agencies, (Treasury, IRC, Customs), International Organization (IMF, World Bank, ADB)

Authorities & Delegations

- ✓ **Financial**:
  - Have no financial Authority
  - Assist prepare the annual budget for the unit
  - Consult and discuss administrative matters with senior Analyst, where appropriate
- ✓ **Staffing**
  - Have no authority to recruit
  - Have no authority to appraise performance of other Unit staff
- ✓ **Policies and Procedures**
  - No authority to vary policy
  - Assist in reviewing and recommending changes to the Bank's internal policies and procedures
  - Ensure that the Bank's internal policies and procedures are applied and followed by staff of the Unit

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

Reporting Relationship



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.