

POSITION DESCRIPTION

Independent Commission Against Corruption

AM25000125 - Senior Policy Officer, Policy & International

The **Independent Commission Against Corruption (ICAC)** was established by *Part VIII Division 3 of the Constitution and the Organic Law on the Independent Commission Against Corruption 2020 (OLICAC)*. The purpose of the ICAC is to contribute to preventing, reducing, and combating corruption in collaboration with other agencies. Applications are invited from qualified and experienced professionals for this senior position based in Port Moresby.

SENIOR POLICY OFFICER - POLICY AND INTERNATIONAL

The role will be responsible for coordinating the ICAC's international stakeholders and engagements, work with the ICAC's operations teams to identify areas of improvements in the PNG government and agency policies to help combat corruption risks. Also, work closely with ICAC's Executive Management in collecting and sharing information regarding policy and international engagement, which will support the Commission to deliver its constitutional mandate.

Key Responsibilities:

- Responsible for supporting the Director to develop and implement the ICAC's Policy and International functions
- Provide advice and recommendations on anti-corruption practices and policies, both internal and external
- Develop and maintain productive working relationships and partnerships with other agencies and bodies, both public and private sector, including development agencies, academia, media, civil society and the private sector
- Provide policy-related advice to others at the ICAC
- Review and draft documents that make recommendations, in collaboration with internal officials and external experts, for policy improvements across the PNG government
- Coordinate and maintain relationships with international organizations, government agencies, and NGOs focused on anti-corruption efforts
- Represent, or prepare others to represent, the ICAC at international conferences, workshops, and meetings to advocate for anti-corruption initiatives and share knowledge
- Manage your performance, to ensure a collaborated team effort from staff in undertaking the team's work and ensure delivery within the targeted timelines and budget
- Encourage staff development and support organizational improvement through, on-the-job and other relevant training, and coaching to build team capability
- Ensure you understand and comply with the internally established systems, processes and guidelines and understand their responsibilities in contributing towards delivery of the branch's work plan and goals
- Assist the executives to plan and develop a work plan for the Policy and Research branch to deliver against the ICAC's Corporate or Strategic Plans
- Contribute to building a strong culture of respect and support at the ICAC
- Carry out other duties as required by the Director and the Commission.

Required Qualifications & Experience:

- Do you have a •University qualification in Arts, Business, Public Policy, Political Science, International Relations, Law or related field? If yes, provide details
- Do you have a •minimum of 5 years management or supervisory experience in policy or international engagement role in the government, civil society or private sector? Please provide details
- Do you have experience in reviewing or drafting government policies and/or engaging international stakeholders?
- Do you have experience in project management?
- How familiar are you with the government processes and anti-corruption policy landscape in Papua New Guinea and overseas?

- How familiar are you with the corruption and anti-corruption techniques and narrative?

This position is open to PNG citizens only.

APPLY NOW

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/>, download and complete the online application form then submit together with your updated CV, certified copies of qualifications, including details of three (3) referees with current contact details by email to jobs@vanguard.com.pg

For more information, call (+675) 7500 7500.

Applications close at 5pm on Monday, 14th April 2025

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.