



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFAFCD.004
OFFICE: 8 th FLOOR TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY – FRAMEWORKS & STANDARD BRANCH, GRADE 17	
DIVISION: ACCOUNTING FRAMEWORKS & COMPLIANCE	LOCAL DESIGNATION: ASSISTANT SECRETARY – FRAMEWORKS & STANDARDS	
BRANCH: FRAMEWORKS & STANDARDS	REPORTING TO: FAS_ AFCD SYS. POS. NO: REF. NO: DFAFCD.001	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION		
File no.	Date of variation	Details
ORIGINAL	02/12/2005	Created
	14.05.2012	Redesignated
	23.01.2021	Revise, rename, redesign
	24.03.2025	Revised according to Re-org

2. PURPOSE

To administer, manage and oversee the operations of the Frameworks and Standards Branch by providing leadership, operational direction and planning of the branch activities, ensuring that objectives of the branch are achieved.

3. DIMENSION

The Assistant Secretary (AS) under Frameworks & Standards reports directly to the First Assistant Secretary of Financial Reporting & Compliance Division and is responsible for the three Senior Managers – Manager PEFA, Manager –Compliance & Enforcement and Manager –Policy & Standards.

4. PRINCIPLE ACCOUNTABILITIES

- I. Overall administration and control of the functions of the Frameworks & Standards Branch.
- II. Provides guidance and substantial advice to the FAS and the management on establishment of Frameworks & standards.

- III.** To provide monthly performance status report to the senior management of the Department.
- IV.** Oversee the general operations of the branch ensuring effective and efficient function.
- V.** Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

Coordination of the administrative services to the Frameworks and Standard Team.

- Clear processes have been established to ensure efficient management of all administrative activities including:
 - Document management.
 - Phone and visitor services.
 - Meeting management.
- Monthly reporting is provided to the Top Management Team on the performance of the Frameworks personnel including punctuality and attendance, work output, client service and work ethic.
- Fortnightly meetings are held with the members of the Frameworks team to ensure workflow is monitored and managed effectively.
- Regular review of administrative systems is undertaken and improvements implemented.
- There is evidence of a proactive approach to monitoring and managing the Frameworks Branch work area including maintenance, equipment servicing, stationery supply management etc....

Comprehensive Accounting & Reporting Advisory Services.

- Maintaining and developing financial reporting standards for Public Bodies and Public Accounts.
- Liaising with professional financial accounting bodies including but not limited to PNG CPA, ICMA PNG and IFAC regarding Public Sector financial reporting.
- Liaising with the Officers of the Auditor-General on technical financial accounting and reporting standards for Public Bodies and Public Accounts.
- Preparing and promulgating Financial Instructions and Finance Circulars on financial reporting standards of the National Government.
- Providing accounting advice to National Government, other levels of government and Public bodies on the appropriateness of the government financial reporting standards of Public Finances of the Government.

Dissemination of Accurate and Timely Financial Information

- Organising annual Financial Information Forums.
- Presentations on financial information are done at conferences and workshops.
- Financial Information are made easily accessible through Department of Finance Website.
- Distribution of useful Financial Information & follow ups made.

Preparation and Presentation of Documents.

- Standardised templates are developed and implemented for all types of documents being generated within the Frameworks Branch.
- Quality monitoring is undertaken to ensure that all members of the Framework team are utilising the appropriate templates as required.
- Documents are well written with strong attention to grammar, punctuation and structure.



Document Management.

- An efficient and effective document management system is created, managed and maintained including:
 - Hard copy documents are filed in a logical and easily retrieved manner.
 - An electronic filing system is established and utilised efficiently.
 - The Department's Records Management Policy is fully complied with to ensure secure archiving of essential records is undertaken.

NATURE AND SCOPE OF THE WORK

(a) Internal:

- Reports to the First Assistant Secretary of Financial Reporting & Compliance Division and Members of the Frameworks & Standards Branch.
- Other Branches of the Division, and Other Divisions within the Department of Finance.

(b) External:

- Liaise with all State Departments & Statutory Bodies,
- Provincial & Local-level Governments,
- Other Entities in relation to the Management & Reporting of Public Resources as directed by FAS on the matters relating to the division.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- PNG Vision 2050
- Fiscal Responsibility Act
- PNG Medium Term Development Plan
- PNG Medium Term Strategic Plan (2010 – 2030)
- Gender Equity & Social Inclusion Policy
- PFMA 1995 and related Instructions,
- Organic Law on Provincial & Local Level Government
- Internal Department of Finance Policies and Procedures
- Public Service Management Act (2014), Public Service General Orders 2012,
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

7.2 Recommendations:

- Provide recommendations to the First Assistant Secretary (FAS) on branch matters;
- Raise issues to the First Assistant Secretary (FAS) including possible resolutions and identify and recommend ways to improve systems and process within the branch, division and department;
- Provide recommendation to the First Assistant Secretary (FAS) regarding staff appointments and movement.

7.3 Decisions:

- Assess, verify and provide advice to the First Assistant Secretary (FAS);
- Ensure compliance on the use of Public Resources;
- Make decision on delegation/allocation of tasks.

8. CHALLENGES

- Performing higher role of the First Assistant Secretary (FAS) in the absence of the incumbent;
- Assisting the First Assistant Secretary (FAS) in preparing Divisional Budget;
- Keeping update and aware with the changes in Legislations, Acts, and internal Policies & Procedures;
- Assisting the First Assistant Secretary (FAS) to prepare Divisional Annual Work plan and Report to be completed and submitted to Minister for Finance through the Secretary by March 31st annually;
- Limited resources may constrain resourcing and development of capacity. In addition, gaps created as a result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important to be aware of potential impact of a broad array of resource limitation;
- Contribute effectively to the alignment of personal goals with divisional goals in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being. Ensure divisional training is linked to career paths;

9. QUALIFICATION, EXPERIENCE AND SKILLS

Qualifications and Experiences:

- Master's Degree in Accounting, Commerce, Business Management or relevant discipline from a recognised University;
- Experience in accounting and financial reporting role;
- Possess 8 years' experience in managerial role within Public Sector/Agency;
- Membership of Professional Accounting Body in PNG/Overseas, E.g. CPA;
- Exposure working around the space of Policy formulation, review and compliance.

Knowledge:

- Knowledge of the Public Finances (Management) Act, PSGO, and Organic Law on Provincial & Local Level Government;
- Practical technical knowledge of the operational process of the IFMS;
- Extensive knowledge in Accounting roles;
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- Knowledge of the reviewing financial reports; policy formulation and legislation reviews.
- Understanding on the application of Financial Management Manual (FMM); National Procurement Act; Non-Tax Revenue Act; and Finance Instructions.

Skills and Abilities:

- Have high level Communication and Interpersonal Skills;
- Well-developed analytical skills to support problem solving;
- Ability to produce reports on Accounts and Payroll issues;
- Proven ability to lead and manage a small team of professionals;
- Strong ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and to respond to pressure;
- Ability to provide effective management advice and client service.



NOTE: This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Assistant Secretary – Frameworks & Standards, Gr.17**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name:..... Date:.....

Employee Signature:.....(print)

Supervisor Name:..... Date:.....

Supervisor Signature;..... (print) Supervisor Title:.....

Division Head Name:..... Date.....

Division Head Signature:..... Division Head Title:.....

