



DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24/09/25

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

| | | |
|---|--|-------------------------------|
| AGENCY: DEPARTMENT OF FINANCE | SYS. POSN. NO: | REF. NO: DFAFCD.010 |
| OFFICE: TWIN TOWER 01 | DESIGNATION/CLASSIFICATION: POLICY SUPPORT OFFICER, GRADE 12 | |
| DIVISION: ACCOUNTING FRAMEWORK & COMPLIANCE | LOCAL DESIGNATION: POLICY SUPPORT OFFICER – FRAMEWORKS & STANDARDS | |
| BRANCH: FRAMEWORKS & STANDARDS | REPORTING TO: PRINCIPAL ACCOUNTANT – POLICY & STANDARDS SYS. POS. NO: REF. NO: DFAFCD.008 | |
| SECTION: FRAMEWORKS & STANDARDS | LOCATION: TWIN TOWER 01 | |

HISTORY OF POSITION

| File no. | Date of variation | Details |
|-----------------|--------------------------|----------------------|
| ORIGINAL | 02/12/2005 | Created |
| | 14.05.2012 | Redesignated |
| | 18.03.2025 | Revised & Redesigned |

2. PURPOSE

To provide support and assistance to the Compliance & Enforcement of Frameworks & Standards Branch in monitoring all users of Public Resources and ensuring that all objective or activities are in compliance to PFMA and NPA legislations.

3. DIMENSION

The Policy Support Officer reports directly to the Senior Policy Drafting Officer of the Frameworks & Standards under Accounting Framework & Compliance Division and is responsible for the Manager –Policy & Standards.

4. PRINCIPLE ACCOUNTABILITIES

- i. Assist the Senior Policy Drafting Officer of Frameworks & Standards branch in relation to compliance section to provide timely reports;



- ii. To undertake activities associated with Policy and Standards;
- iii. Ensure all state agencies comply with the statutory reporting requirements in a timely manner;
- iv. People, management and administration of the compliance section; and
- v. Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

Perform Accounting Duties and Delivering Policy Advices.

- Providing assistance and accounting advice on compliance aspects of the Government's mandatory reporting requirements.
- Prepare and promulgate Financial Instructions and Finance Circulars on financial reporting standards of the national Government, Provincial Government and LLGs.
- Ensure that the Financial Instructions are widely distributed for implementation.

Disseminating significant Financial Management issues through Financial Information Forum.

- Participants and presenters are invited to participate and present at the Financial Information Forum.
- Ensure logistics are in place a week before prior to the Forum.
- Calling and confirming both the presenters and the attendees for the Forum.
- Make summary report of the forum to the Executive Management.

Preparation and Presentation of Documents.

- Documents are well written with strong attention to grammar, punctuation and structure.
- To prepare and present documents, reports, letters, minutes, etc that are of a high standard.
- Ensure that the briefs/minutes are signed and sent out.
- Prepare the Section 32 Officer's gazetted instrument and send out to the intended recipient once signed by the Secretary.
- Distribution and follow ups made

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.
- Perform other duties as directed by Assistant Secretary Frameworks and Standards.
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.



6. NATURE AND SCOPE OF THE WORK

(a) Internal

- Liaise closely with the Assistant Secretary Frameworks & Standards Branch, and members of the Divisional Team and the Assistants Secretaries.
- Supervises the Enforcement officer.

(b) External

- Liaise with relevant organisations as directed by the Assistant Secretary.
- All Departments, Statutory Bodies or entities relevant to matters arising involving the Department of Finance.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- National Procurement Act;
- Public Service (Management) Act and General Orders
- PNG Vision 2050
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

7.2 Recommendations:

- Provide recommendations to Assistant Secretary (AS) through Manager –Policy & Standards on branch matters.
- Recommend to Assistant Secretary (AS) through Manager – Policy & Standards possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks;
- Decide on relevant recommendation to be brought to the attention of the First Assistant Secretary (FAS) through the Assistant Secretary AS).

8. CHALLENGES

- Assisting the Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware the with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;

- Contribute 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.
- Limited resources may constrain in conduction two forums per year due to funding shortfalls.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experiences:

- A Degree in Accounting or Business management form a recognised University or Tertiary Institute;
- Extensive experience in payroll Configuration within public Sector/Agency;
- Have at least 6 years of practical experience in a relevant environment;
- Must be a registered/certified CPA member;
- Good exposure working in Public Sector Payroll/Accounting.

Knowledge:

- High level knowledge of Microsoft Office program including Word, Excel and PowerPoint
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- Knowledge of the Public Finance Management Act;

Skills and Abilities:

- Have high level Communication and Interpersonal Skills;
- Well-developed analytical skills to support problem solving and related issues;
- Effective report writing and presentation skills;
- 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.

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 **Policy Support Officer, Gr12**. 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:.....



