



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFAFCD.013
OFFICE: LEVEL 8, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY – PROCUREMENT COORDINATION BRANCH, GRADE 17	
DIVISION: ACCOUNTING FRAMEWORK & COMPLIANCE	LOCAL DESIGNATION: ASSISTANT SECRETARY - PROCUREMENT COORDINATION BRANCH	
BRANCH: PROCUREMENT COORDINATION	REPORTING TO: FAS - AFCD SYS. POS. NO: REF. NO: DFAFCD.001	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

File no.	Date of variation	Details
ORIGINAL	02/12/2005	Created
	14.05.2012	Redesignated
	23.01.2021	Revise, rename, redesign
	24.02.2025	Revised according to Re-org

2. PURPOSE

To provide oversight and management of the operations of the Procurement Coordination Branch by providing strategic leadership ensuring that the GoPNG public procurement requirements and standards are met by all public and statutory bodies.

3. DIMENSION

The Assistant Secretary (AS) under Procurement Coordination Branch reports directly to the First Assistant Secretary of Accounting Framework & Compliance Division and is responsible for overseeing five (5) subordinates under the branch.

4. PRINCIPLE ACCOUNTABILITIES

- I. Responsible for the management and operations of all procurement functions under the branch as required under the Public Finances Management Act 1995 (as amended 2018), the National Procurement Act 2018 and other relevant legislations are accomplished.
- II. Provide expert advice and guidance on the implementation of all GoPNG procurement, the roles and responsibilities of the branch, and undertake fundamental procurement regulatory roles as assigned to the Authority to Pre-Commit Committee and its Secretariat.

- III. Provide timely reports to FAS and secretarial roles to the APCC, monitor Staff performance, people, and management of the branch.
- IV. Oversee the general operations of the branch ensuring effective and efficient function.
- V. Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Effectively monitor and ensure the respective roles and responsibilities of the branch are functioning and performed;
- Provide leadership, management and coordination of the branch as well as the APC Secretariat on APC Committees and representatives of Department of Treasury and Department of National Planning and Monitoring;
- Provide regular monthly report to management on the performance of the branch;
- Manage issues regarding Procurement Coordination Branch and related GoPNG procurement matters and initiate changes and reforms for improvement;
- Ensure that all public and statutory bodies comply with the GoPNG procurement laws and frameworks as per required by the Public Finances Management Act 1995 and the National Procurement Act 2018;
- Provide expert procurement advice and guidance on the relevance of the GoPNG procurement laws and processes to all public and statutory bodies and other relevant stakeholders;
- Maintain professional and open communication with all public and statutory bodies;
- To undertake and oversee all APC Committee secretariat functions in order to assist the APC Committee to carry out its roles and responsibilities as mandated under the Public Finance (Management) Act 1995 and the National Procurement Act 2018;
- Ensure that all government agencies comply with the Public Finance (Management) Act 1995 and the National Procurement Act 2018 and other relevant legislations when utilizing public funds meant for public procurements;
- Actively attend to queries and correspondence of enquiries and request from both internal and external state agencies with respect to GoPNG procurement;
- Ensure good leadership, management style and professionalism are displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- Effectively manage and maintain staff attendance and punctuality records, and ensure zero to minimal disciplinary issues, quality work output and positive staff morale;
- Closely supervise and monitor subordinates work performance and assess individual performance through the Staff Performance Appraisal (SPA);
- Effectively manage staff training needs and communicate to the Corporate Services Division (CSD) Training Branch for any training programs and ensure it is properly managed and facilitated;
- Effectively coach, train and mentor subordinated Staff to ensure ongoing staff capacity building on the job and knowledge and skills transfer;
- Ensure subordinate staff is trained and instilled with operational knowledge and understanding of the Integrated Financial Management System (IFMS);
- 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.
- Any other duties as and when required by the management and the APC Committee.

6. NATURE AND SCOPE OF THE WORK

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the First Assistant Secretary – Accounting Framework & Compliance Division;
- Works alongside the Assistant Secretaries within the division;
- Supervises the Manager; Senior Accountants and support officers within the branch;



- Liaises with all staff across Department of Finance.

(b) External

- Liaise with relevant organisations as directed to do so by the First Assistant Secretary on matters relating to the Division.
- Liaise with the APC Committee Representatives at Department of Treasury and the Department of National Planning & Monitoring and National Procurement Commission;
- Liaise with all public and statutory bodies on their major and minor procurements;
- Liaise with relevant stakeholders, private, government and Public on standards, policy reporting and training matters;

6.2 WORK ENVIRONMENT

This role is both a technical and administrative role which requires excellent understanding of:

- Whole of Government and the public service mechanism;
- Government procurement laws, processes, standards, and requirements;
- Fair understating on Government budget implementation and budget processes;

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

Key legislation and government policies that govern the Department of Finance:

- Public Service (Management) Act 2014
- Public Service General Orders 2012
- Public Finance (Management) Act 1995 and related Financial Instructions
- National Procurement Act 2018 and related Procurement Instructions
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan
- Gender Equity & Social Inclusion Policy
- Internal Department of Finance Policies and Procedures
- 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) and Authority to Pre-Commit Committee (APCC) including possible resolutions and identify and recommend ways to improve systems and process within the branch, division; department and the country;
- 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);
- Verify and approve claims for payments;
- 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), prepare Divisional Budget, Annual Work plan and Report to be submitted to Minister for Finance through the Secretary by March 31st annually;
- Keep up to date on the requirements for changes in the procurement legislations, acts and policies by the government which may have direct and indirect implication and/or may affect the implementation of GoPNG procurement mechanism.
- Public Service General Orders require all public sector employees to have a career plan in place their respective departments and training should be linked to career paths. 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 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.

QUALIFICATION, EXPERIENCE AND SKILLS

Qualifications and Experiences:

- Master's Degree or equivalent in Accounting, Commerce, Business Management or related discipline from a recognised University;
- Possess 5-7 years' experience at Management level within Public Sector/Agency;
- Exposure in procurement coordination and related responsibilities;
- Membership of Professional Accounting Body in PNG/Overseas, E.g. CPA;
- Good exposure working around the space of Policy formulation, review and compliance.

Knowledge:

- Knowledge of the Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government;
- Practical technical knowledge of the operational process of the IFMS;
- Extensive knowledge in Accounting and financial reporting roles;
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- Knowledge of 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 – Procurement Coordination Branch, Gr17**. 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:.....



