



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFAFCD.014
OFFICE: TWIN TOWER 1	DESIGNATION/CLASSIFICATION: PRINCIPAL ACCOUNTANT APC, GRADE 16	
DIVISION: ACCOUNTING FRAMEWORK & COMPLIANCE DIVISION	LOCAL DESIGNATION: PRINCIPAL ACCOUNTANT APC – PROCUREMENT COORDINATION BRANCH	
BRANCH: PROCUREMENT COORDINATION BRANCH	REPORTING TO: ASSISTANT SECRETARY - PROCUREMENT COORDINATION BRANCH SYS. POS. NO: REF. NO: DFAFCD.013	
SECTION: PROCUREMENT COORDINATION BRANCH	LOCATION: TWIN TOWER 1	

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 manage and provide support to the Assistant Secretary – Procurement Coordination Branch by ensuring that the GoPNG public procurement requirements and standards are met by all public and statutory bodies.

3. DIMENSION

Manager APC Support reports directly to the Assistant Secretary – Procurement Coordination Branch 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. Assist 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. Assist provide timely reports to FAS and secretarial roles to the APCC.
- IV. Staff performance, people, and management of the branch.
- V. Oversee the general operations of the branch ensuring effective and efficient function.
- VI. Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Provide leadership, management and coordination of the branch as well as the APC Secretariat on APC matters with APC Committees and representatives of Department of Treasury and Department of National Planning and Monitoring;
- To undertake and oversee all APC Committee secretariat functions 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;
- To report to the APC Committee at each of its meetings the follow-up on all decisions taken by the Committee at prior meetings;
- To report to the APC Committee at each meeting on the operations of the Commission to ensure that procurements authorized; to commence by the APC Committee are carried out in a timely and efficient manner, in line with the APC Committee certifications;
- To report to the APC Committee at each meeting on the application of fair, competitive, transparent, non-discriminatory and value for money procurement standards and practices in all procurements by the Commission;
- To report to the APC Committee at each meeting on compliance of the Commission and public and statutory bodies with the standards set for public procurement, including the contract management of all procurements;
- At the direction of the APC Committee, institute and oversee procurement, contract and performance audits as may be required by the Committee;
- Ensure that funds approved through issuance of APCs are rightfully used according to government expenditure priorities through regular tracking and monitoring of APCs and commitment tracking by public and statutory bodies;
- 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;
- Maintain an efficient and effective document management system that ensures that hard copy of documents are maintained in a logical and easily retrieved manner and an electronic filing system is established and utilized efficiently;
- Fully comply with the Department's Records Management Policy to ensure secure archiving of essential records is undertaken at all times
- Ensure the APC and contract management database are fully functional; and
- Any other duties as and when required by the APCC

6. NATURE AND SCOPE OF THE WORK

The main responsibilities of the APC Committee include approval of all post National Budget procurement plans of all public and statutory bodies, including prioritisation, timing, oversight and expenditure allocation, based on available cash resources. It also includes alignment of

available cash resources, Authorities to Pre-commit (APC Expenditure Certificate) and warrants with the National Budget, to ensure that all warrants issued under the PFMA are fully backed by identified cash resources. Additionally, the APC Committee is a regulatory body that regulates the National Procurement Commission, to ensure that procurements authorised to commence by the APC Committee are carried out in a timely and efficient manner, in line with the APC Committee certifications; and monitor, enforce and report on compliance of the NPC and public and statutory bodies with the standards set for public procurement, including the contract management of all procurements.

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the Assistant Secretary – Procurement Coordination Branch;
- Works alongside the Managers within the division;
- Supervises the two APC Support Officers; Accountant Analyst; APC Coordinator and Assistant APC officer 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;
- Liaise with 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:

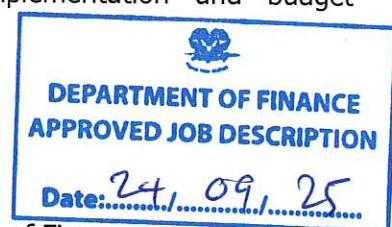
- Whole of Government and the public service mechanism;
- Government procurement laws, processes, standards, and requirements;
- Fair understanding on Government budget implementation and budget processes;

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 Assistant Secretary (AS) on branch matters;
- Raise issues to the Assistant Secretary (AS) 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;

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

- Performing higher role of the Assistant Secretary (AS) in the absence of the incumbent;
- Assisting the Assistant Secretary (AS) in preparing Divisional Budget;
- Keeping update and aware with the changes in Legislations, Acts, and internal Policies & Procedures;
- Assisting the Assistant Secretary (AS) to prepare Divisional Annual Work plan and Report to be completed and 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.
- Department of Finance is operating within limited resources which may constrain, among other things, remuneration options. Other Public Service imposts may, from time to time, similarly constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations.
- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities.
- Ensure all supervised staff are trained on how to operate and use Integrated Financial Management System (IFMS) as business users to fully understand how IFMS works, how to run reports as most expenditure reports are now on IFMS and to convey relevant information to Government agencies already on IFMS.

9. SKILLS AND EXPERIENCES

- **Leadership and Management:** Demonstrate personal drive, commitment and resilience. Behave in an ethical manner and demonstrate personal qualities of honesty, fairness, and professionalism. Seek to understand and support the goals and purpose in the work area. Seek to demonstrate insight and vision in contributing to solutions. Seek to support the implementation of change and innovation. Demonstrate a capacity to work within diverse multi-stream teams and contribute to their success. Contribute to supporting a positive learning environment which builds staff capability, commitment and institutional strengthening. Demonstrate public service standards of integrity.
- **Communication:** Good quality written and oral communication skills. Communicate with thoughtfulness and respect. Able to produce drafts of briefs and correspondence for clearance by superiors and proof read drafts prepared by junior officers. Able to organise meetings and workshops, prepare agendas and represent the Branch at internal & external meetings. Able to develop and deliver presentations and possess some facilitation skills.
- **Policy analysis and development:** Demonstrate knowledge/understanding of policy problems and policy options. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical recommendations.
- **Stakeholder relationships:** Demonstrate ability to build and sustain effective collaborative relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote Department of Finance and ensure proactive engagement with all stakeholders.

Strategic/Technical: Seek to acquire general knowledge and understanding of financial management, procurement strategic management, project management knowledge, strategic development and planning, corporate, business and workforce planning, and experience of government processes at a parliamentary and cabinet level. Demonstrate general understanding of the range of Acts, laws and policies governing the work of Department of Finance and a more thorough understanding of those specifically relevant to this role.

10. QUALIFICATION, EXPERIENCE AND SKILLS

Qualifications and Work Experiences:

- **Qualifications:** A Bachelor degree from a recognized university in the field of Commerce, Accounting, Business Management, Project Management, Public Policy, Economics or other related fields from a recognised tertiary institution.
- **Work experience:** A substantial amount of relevant work experience in accounting, finance management, procurement, project management or public tender procedures.
- **Teamwork:** Able to work well with colleagues and effectively mentor and coach junior staff. Manage the team's response to requests in a timely manner and share relevant information with the Division, the Department and with other stakeholders. Contribute to identifying development needs and building the capacity and capability of the Branch through regular, honest and robust performance reviews and discussions, which are undertaken in accordance with Departmental and Government policies.
- **Workload and time management:** Contribute to identifying team priorities, and share or allocate specific tasks within team and to ensure competing deadlines are met. Manage own tasks within this environment. Promote effective and efficient service delivery.



- **Strategic and budget planning skills:** Contribute, as required, to identifying divisional and department strategic goals and budget plans and assist in the preparation of related documentation to support the meeting of these strategic goals and budget plans.
- **Financial management:** Ensure all expenditure, acquittals and other financial and commercial transactions strictly adhere to Departmental and Government-wide policies and/or legislation.
- **Legislative knowledge:** Establish knowledge about the range of Acts, laws and policies governing the work of Department of Finance.
- **Values:** Demonstrate and practice high levels of integrity, honesty, accountability, respect and wisdom and accept responsibility for one's own actions at all times.
- **Zero tolerance of any unethical activity or behaviour:** Must be a positive role model on ethical behaviour for staff and demonstrate personal qualities of honesty, fairness and professionalism.
- **Computing:** Demonstrate substantial proficiency in the use of email and internet, in the application of software such as MS Word and MS Excel to perform complex tasks, and in the creation of presentations using MS PowerPoint.

Desirable

- **Qualifications:** Post Graduate qualification(s) in the field of Commerce, Accounting, Business Management, Public Policy, Project Management, Economics or related discipline from a recognised tertiary institution and membership with appropriate professional organisation(s).
- **Work experience:** Significant experience at an equivalent level of employment with similar levels of responsibility at Middle Management level within the Public Sector.
- **Technical:** A demonstrated knowledge/understanding of all relevant legislation, Acts, and Laws including (but not limited to) the Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government, and PNG Government Legislation.
- **Societal awareness:** Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.

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:

I have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Principal Accountant APC, Gr16**. 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:.....



