



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFAFCD.019
<b>OFFICE:</b> TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> ASSISTANT APC, GRADE 12	
<b>DIVISION:</b> ACCOUNTING FRAMEWORK & COMPLIANCE DIVISION	<b>LOCAL DESIGNATION:</b> ASSISTANT APC - PROCUREMENT & COORDINATION BRANCH	
<b>BRANCH:</b> PROCUREMENT COORDINATION BRANCH	<b>REPORTING TO:</b> PRINCIPAL ACCOUNTANT APC - PROCUREMENT & COORDINATION BRANCH <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFAFCD.014	
<b>SECTION:</b> PROCUREMENT COORDINATION	<b>LOCATION:</b> TWIN TOWER 1	

<b>HISTORY OF POSITION</b>		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
ORIGINAL	02/12/2005	Created
	14.05.2012	Redesignated
	18.03.2025	Revised & Redesigned

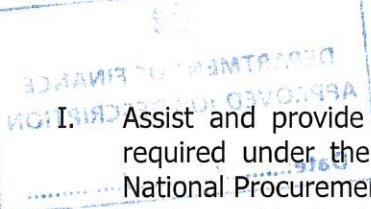
#### 2. PURPOSE

To provide support and assistance to the APCC Manager on the operations of the Authority to Pre-Commit Committee (APCC) Secretariat. The APCC Secretariat provides secretarial assistance to the APCC by ensuring that Post Budget National Procurement Plans, Certificate to Commence Tender and Authority to Pre-Commit are approved on a timely basis by the APCC.

#### 3. DIMENSION

APC Assistant Officer reports directly to the Manager – Procurement Coordination Branch.

#### 4. PRINCIPLE ACCOUNTABILITIES



Assist and provide support in ensuring 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. Assists provide timely reports to FAS and secretarial roles to the APCC.
- III. Maintain professional conduct, confidentiality, and ethical standards.

## 5. MAJOR DUTIES

- To assist keep close and accurate records of all procurement plans for Administrative Sector agencies received and approved by the APC Committee pursuant to NPA and PFMA
- To assist keep close and accurate records of all procurements certified by the APC Committee as having available cash resources to proceed;
- To assist maintain an efficient and effective document management system that ensures hard copy documents are maintained in a logical and easily retrieved manner and an electronic filing system is established and utilized efficiently;
- To assist by ensuring that all government agencies comply with the Public Finance Management Act (PFMA), National Procurement Act (NPC) and other legislations or arrangements when utilizing the public funds;
- To assist maintain an efficient and effective document management system that ensures hard copy 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;
- Conduct procurement investigate and maintain an accurate complaint registry;
- Review procurement plan submitted by agencies under Administrative Sector, identify and confirm funding availability through IFMS and bank statements;
- To assist prepare Certificate to Commence Procurement upon approval from APC Committee
- To assist prepare Authority to Pre-Commit upon approval from APC Committee
- To assist draft procurement & financial instruction including proposed amendments around policy context
- Manage and complete all assigned tasks in accordance with the relevant work schedule;
- 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.(IFMS) and internal APC Database;

## 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.

### 3.1 WORKING RELATIONSHIP



**(a) Internal**

- Reports to the Manager – Procurement Coordination Branch;
- Works alongside the APC Support Officers; APC Coordinator and Account Analyst within the branch;
- Liaises with all staff across Department of Finance.

**(b) External**

- Liaise with relevant organisations as directed to do so by the Manager on matters relating to the branch.
- 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 Manager on branch matters;

- Raise issues to the Manager including possible resolutions and identify and recommend ways to improve systems and process within the branch, division and department.

## 8. CHALLENGES

- Performing higher role of the APC Support; Coordinator or Analyst in the absence of the incumbent;
- Provide support and assist Manager in preparing Divisional Budget;
- Keeping update and aware with the changes in Legislations, Acts, and internal Policies & Procedures;
- Provide support and assist Manager 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. QUALIFICATIONS, EXPERIENCES AND SKILLS

### Qualifications and Work Experiences:

- A Degree in Accounting or Business management from a recognised University or Tertiary Institute;
- Extensive experience in reviewing financial reports; policy formulation and legislation reviews.
- within public Sector/Agency;
- Have at least 2 years of practical experience in a relevant environment;
- Must be a registered/certified CPA member;
- Good exposure working in Public Sector Policy/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;
- Practical knowledge of the IFMS.

**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;
- Have the ability to create reforms/policies and provide assistance;
- 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:**

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



