



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFAFCD.020
OFFICE: LEVEL 8, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY – STATUTORY AUTHORITIES MONITORING BRANCH, GRADE 17	
DIVISION: ACCOUNTING FRAMEWORK & COMPLIANCE	LOCAL DESIGNATION: STATUTORY AUTHORITIES MONITORING	
BRANCH: STATUTORY MONITORING	BODIES	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
	24.03.2025	Revised according to Re-org.

2. PURPOSE

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

3. DIMENSION

The Assistant Secretary (AS) under Statutory Authorities Monitoring Branch reports directly to the First Assistant Secretary of Accounting Framework & Compliance Division and is responsible for one Manager; four (4) Senior Accountants and four (4) Support officers who are all responsible for implementation of provisions under Part 8 of the Public Finances Management Act.

4. PRINCIPLE ACCOUNTABILITIES

- I. Overall administration and control of the functions of the Statutory Authorities as outlined under Part 8 of the Public Finances Management Act.
- II. Provides guidance and substantial advice to the FAS and the management on establishment; review and abolishment of Statutory Authorities in PNG.

- III. To ensure Statutory Authorities in PNG furnish timely reports such the Financial Performance Reports; Financial Managements Reports and Annual Financial Report on such intervals determine by Finance Secretary.
- IV. Provide timely reports to management on Financial Performance Reports; Financial Managements Reports and Annual Financial Report furnished by Statutory Authorities
- V. Monitor staff performance, maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Manage and coordinate all activities of the branch and provides strategic direction and planning and ensure the respective roles and responsibilities of the branch are functioning;
- Manage issues regarding Statutory Authorities and instigating changes and reforms for better improvement in the management of public funds and resources;
- Create Monitoring and Compliance Framework for Statutory Authorities and their subsidiary business arms;
- Ensure all subsidiary business arms comply with the Monitoring and Compliance Frameworks;
- Ensure all Statutory Bodies and provincial and district business arms meet mandatory requirements under PFMA prior to opening bank accounts
- Create and enforce policies to ensure efficiency in monitor the Statutory Authorities in PNG
- Create a standard Financial Management Manual for Statutory Bodies;
- Ensure all Financial Management Manuals created by statutory authorities are in accordance with guidelines issued under Part VIII;
- Ensure Statutory body chairpersons, board members, chief executive officers and chief financial officers shall comply with the duties, obligations and responsibilities as directed by the Finance Departmental Head.
- Provide timely reports to management on Financial Performance Reports; Financial Managements Reports and Annual Financial Report furnished by Statutory Authorities
- Develop Reporting Frameworks for Annual Financial Statements (AFS)
- Maintain records and ensure statutory bodies submit Bank Reconciliations and Approve when done and in order;
- Ensure performance and management plans are submitted on time for review.
- Monitor, manage and coordinate management and financial performance of all Statutory Authorities;
- Ensure all proposed bills are in accordance with PFMA, NTRA & NPA prior to issuing certificate of compliance to establish a new statutory body.
- Prepare NEC submissions to propose for Restructure or Review of Statutory Bodies;
- Identify nature of the failure to comply with provision under Part VIII or any direction, determination, guideline or other matter issued pursuant to Part VIII and make recommendations for officers within the Statutory Bodies to be suspended;
- Actively attend to queries and correspondence of enquiries and request both internal and external;
- Provide authoritative advice and expert guidance on the government framework for statutory authorities;
- Providing expert accounting advice to Statutory Authorities on the appropriateness of the public finances of the government;
- Prepare and present documents, reports and letters to concerned Statutory Authorities;
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace;
- Establish positive working relationship with staff, stakeholders and clients;
- Effectively 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.

6. NATURE AND SCOPE OF THE WORK

(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.

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);
- 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) 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;
- Ensure all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities, this include the Integrated Financial Management Systems (IFMS).

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 5-7 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 – Statutory Authorities Monitoring, 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:.....

