



	DEPARTMENT OF FINANCE APPROVED JOB DESCRIPTION
Date: 24/09/2025	

## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFFRCFR.028
OFFICE: TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> SENIOR RESEARCH & POLICY - GRADE 14	
DIVISION: ACCOUNTING FRAMEWORK & COMPLIANCE DIVISION	<b>LOCAL DESIGNATION:</b> SENIOR RESEARCH & POLICY	
BRANCH: STATUTORY AUTHORITIES MONITORING BRANCH	<b>REPORTING TO:</b> PRINCIPAL ACCOUNTANT - STATUTORY BODIES <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFAFCD.021	
SECTION: STATUTORY AUTHORITIES	<b>LOCATION:</b> 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 provide support and assistance to the Accountant Audit by ensuring all statutory bodies comply with provisions under Part 8 of the Public Finances Management Act and ensuring that all frameworks/polices are created in accordance with PFMA and other enabling legislations.

#### 3. DIMENSION

The Senior Research & Policy Officer – Statutory Bodies reports directly to Manager Statutory Authorities under Accounting Framework & Compliance Division and works alongside three (3) support officers.

#### 4. PRINCIPLE ACCOUNTABILITIES

- I. Assist research and Policy Officer – Statutory bodies with the enforcement of provisions under Part VIII of the PFMA and provide timely reports.
- II. Assist to conduct research and create Monitoring and Compliance Framework for Statutory Authorities and their subsidiary business arms
- III. Assist to conduct research and develop Reporting Frameworks for Annual Financial Statements (AFS).
- IV. Assist by developing policies for Statutory Bodies & Financial Reporting Instruments
- V. Maintain professional conduct, confidentiality and ethical standards.

## 5. MAJOR DUTIES

- Assist with the formulation of Monitoring and Compliance Framework for Statutory Authorities and their subsidiary business arms;
- Ensure all Statutory Bodies and the subsidiary business arms created by the public and statutory bodies meet mandatory requirements as required under the PFMA;
- Assist with policy or reform formulation and enforcement to ensure efficiency in monitoring the Statutory Authorities in PNG;
- Assist to create a standard Financial Management Manual template for Statutory Bodies;
- Assist with the review of all Financial Management Manuals created by statutory authorities and ensure to compliance with Part VIII of PFMA;
- Assist to create policies to ensure efficiency in monitoring the Statutory Authorities in PNG;
- Assist to create a standard Financial Management Manual for Statutory Bodies;
- Assist to develop Reporting Frameworks for Annual Financial Statements (AFS);
- Ensure all proposals for establishment, re-structure, review of statutory bodies and their legislations are done in accordance with PFMA, NTRA & NPA prior to issuing certificate of compliance;
- Assist and prepare NEC submissions to propose for Restructure or Review of Statutory Bodies;
- Assist and 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 develop strategies to address;
- Maintaining constant and timely communication flows with the Statutory Authorities;
- 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 Accountant Review;
- Works alongside with the Support Officer Audit; Support Officer Compliance & Support Officer Research & Policy

### (b) External

- Liaise with relevant organisations as directed by the Assistant Secretary.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES





### **7.1 Rules & Procedures:**

- Public Finance (Management) Act and related instructions
- 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 First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters.
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) 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 Research & Policy officer of Statutory bodies with the enforcement of provisions under Part VIII of the PFMA and provide timely reports.
- 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 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.

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **Qualifications and Work Experiences:**

- A Degree in Accounting, Finance, Business management, Public Policy or related filed from a recognised University or Tertiary Institution;

- Extensive experience in reviewing financial reports; policy formulation and legislation reviews within public Sector/Agency;
- Have at least 2-3 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 **Senior Research & Policy, Gr. 14**. 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: .....



