



## PAPUA NEW GUINEA PUBLIC SERVICE

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24, 09, 2025

### JOB DESCRIPTION

#### IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFCS.001
OFFICE: LEVEL 5, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: FIRST ASSISTANT SECRETARY, GRADE 19	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: CORPORATE SERVICES DIVISION	
BRANCH: EXECUTIVE MANAGEMENT	REPORTING TO: DEPUTY SECRETARY – SUPPORT SYS. POS. NO: REF. NO: DFEX.008	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI NCD	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Revised according to Re-org

#### PURPOSE

To provide leadership and management on the operations of four Branches within the Corporate Services Division, which include the Administration Branch, Projects & Budget Management, Financial Training and Professional Development Branch, ensuring the branches deliver efficiently to meet the objective of the Division, thus contributing to the overall goal of the department.

This position has the mandate as a section 32 officer, accountable for approving amount of funds up to Fifty Thousand Kina only (K50, 000.00).

#### DIMENSIONS

The First Assistant Secretary – Corporate Services Division reports to the Deputy Secretary – Support Services, and oversees the activities of the Branches within the Corporate Services Division through four subordinate managerial positions and one support position:

- Assistant Secretary – Administration Support;
- Assistant Secretary – Budget & Project Management;
- Assistant Secretary – Financial Training;
- Assistant Secretary – Professional Development.

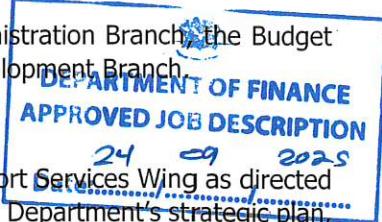
#### PRINCIPAL ACCOUNTABILITIES

- Support the Secretary and the senior management by ensuring the smooth and efficient provision of corporate services including general administration, asset management, office allocation, budget management, personnel management and training.
- Assist the Deputy Secretary – Support Services, and the Secretary, through the provision of effective leadership and management of the Corporate Services Division.
- Provide guidance and advice to the Assistant Secretaries in the Administration, Budget & Projects Management, Financial Training and Professional Development Branches to support their execution and delivery of the agreed priorities of the Division.
- Oversee the development of new initiatives, reviews of current processes/policies and improve the delivery of Divisional outcomes.

- Overall implementation of Key Result Areas (KRAs) for the Administration Branch, the Budget Management Branch, Financial Training and the Professional Development Branch.

## MAJOR DUTIES

- Contribute to the overall leadership and management of the Support Services Wing as directed by the Deputy Secretary – Support Services in accordance with the Department's strategic plan, and Divisional and Branch work plans.
- Administration Support Branch:
  - Ensure building management is monitored, air-conditioning, lifts, cleaning and back-up power are all maintained to a high standard, and strict workplace health and safety requirements are met
  - Ensure general administrative services are managed and monitored to provide a high standard of service and support to the Department
  - Ensure Records Management Unit is supported and monitored to ensure services are provided to the whole of Department
  - Prepare submission documentation for Office Allocation Committee (OAC) meetings in a timely manner
  - Prepare office allocation budget estimates are completed to meet deadlines as required
  - Review proposals from potential property developers to ensure transparency and compliance with PFMA and CSTB requirements
  - Coordinate with OAC Secretariat for analysis of proposed developments by Department of Works.
- Budget & Projects Management Branch:
  - The Department's Budget Submission is submitted to Treasury and Planning Departments by the due date
  - Finance's Budget and Review Committee (BRC) is satisfied with the quality and accuracy of the submission
  - Funding for strategic directions which align with the Department's Corporate Plan are incorporated into the Budget Submission
  - Reporting on Finance's expenditure is provided to Executive and the BRC within 10 days of the end of each month
  - Monthly reporting includes sound analysis and identification of areas of concern and potential overspends
  - Funding issues are raised with Treasury and planning department's as they arise.
- Financial Training Branch:
  - Training and Development activities are monitored and all approvals for training are undertaken in accordance with the General Orders and the Departmental Policy
  - The Finance Training Branch complies with and exceeds the quality standards set by the national Training Council
  - The Finance Training Branch is responsive to the training needs and requests for financial training by all levels of government
  - The Finance Training Branch works in cooperation with the Department of Finance Training and Development Committee in meeting the Departments' finance training needs
  - Finance Training Branch activities are reported on a monthly basis and audited on a quarterly basis to ensure productivity, compliance and appropriate outcomes.
- Professional Development Branch:
  - Ensure professional training and development of staff across the department is effectively coordinated and within allocated budget.
  - Training and Development of staff are monitored and all approvals for Staff professional training are undertaken in accordance with the guidelines and policies approved by the Training Committee;
  - Ensure effective management and administration of the staff professional development, ensuring required amount of staff is scheduled for professional training each year;



- Professional Development Branch activities are reported on a monthly basis and audited on a quarterly basis to ensure productivity, compliance and appropriate outcomes.
- Encourage and facilitate innovation in business processes across the Department (at the Department, Wing, and Divisional levels) and identify initiatives to facilitate improvements in Whole of Government processes.
- Support the Deputy Secretary – Support Services and participate as a member of the senior executive in the Department to ensure that the Department can achieve the goals set by the National Government.
- Represent the Department as required on relevant boards and committees.
- Manage the performance of all Assistant Secretaries in the Corporate Services Division and provide strategic planning, direction and leadership to ensure that:
  - The Division and Branches are adequately resourced to deliver on their priorities;
  - Divisional and Branch staff are appropriately remunerated, trained and have their performance assessed;
  - Divisional and Branch finances are administered effectively, efficiently and diligently; - All Finance policies and procedures are adhered to correctly; and –
  - Ensure the Division and Branches have up to date work plans.
- Deputies for the Deputy Secretary – Support Services in all aspects of their responsibilities, as and when required.

## NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal



- Reports to the Deputy Secretary – Support Services, and work alongside other Divisional Heads in the Department of Finance
- Regular liaison and contact with other Department of Finance staff across all Divisions.

#### (b) External

- Liaison with other government agencies and departments on matters relevant to divisional matters arising or as directed by the Deputy Secretary – Support Services and the Secretary of Finance.

### 6.2 WORK ENVIRONMENT

This role is a technical administrative role.

## CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

- Public Service (Management) Act 2014
- Public Service General Orders 2012
- Public Finance (Management) Act 1995 and related 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.

Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

  
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## CHALLENGES

- 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.
- All staff need to be 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, EXPERIENCE, KNOWLEDGE AND SKILLS

### Qualifications and Experiences:

- Master's Degree in Accounting, Economics, Commerce, Human Resource, Business Management or related from a recognised University within PNG or abroad;
- Possess ten (10) years' experience in Government Accounting, Financial Management, Human Resource Management with at least 7 years at managerial levels;
- Experience in administering HR, government Payroll and Administrative responsibilities with compliance to department and government wide policies and/or legislation;
- Exposure in IFMS, Government payroll/ALESCO, Human Resource Frameworks and Information, Communication & Technology;
- Efficient in managing and leading team of professionals in achieving corporate objectives of the department as outline in annual and corporate work plans;
- Exposure in managerial roles with similar levels of responsibility.

### Knowledge:

- Knowledge of the Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government;
- Knowledge of laws that governs the operations of the department;
- Knowledge of communication at management level, internally and externally (department heads – Treasury, DPM, PM&NEC, National Planning etc.);
- Extensive knowledge of good management practices;
- Knowledge of PNG Public Service Systems and practices;
- Knowledge of public finance and reporting.

### Skills and Abilities:

- Have high level Communication and Interpersonal Skills;
- Ability to produce reports on Accounting, Financial and Payroll issues;
- Proven ability to lead divisional heads and manage team of professionals;
- Strong ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and manage pressure to produce results;
- Well-developed analytical skills to support problem solving;
- Ability to identify development needs and building the capacity and capability of the Division;
- Ability to provide effective management advice to external clients.

**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 (insert employee name) ..... have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the role of **First Assistant Secretary - Corporate Services Division, Grade 19**. 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:.....



Supervisor Signature;..... (Print) Supervisor Title:.....

Department Head Name:..... Date.....

Department Head Signature:..... Division Head Title:.....