



# PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

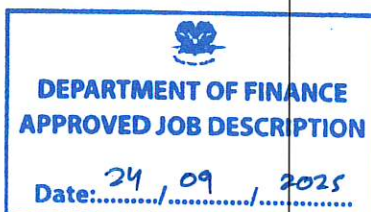
	<b>SEQ. NO:001</b>	<b>POS. NO:</b> DFCS.004
<b>DEPARTMENT:</b> FINANCE	<b>DESIGNATION/CLASSIFICATION:</b> ASSISTANT SECRETARY - ADMINISTRATION	<b>GRADE:</b> 17
<b>OFFICE/AGENCY:</b> LEVEL 5, TWIN TOWER 1	<b>LOCAL DESIGNATION:</b> ASSISTANT SECRETARY - ADMINISTRATION	
<b>DIVISION:</b> CORPORATE SERVICES	<b>HIGHEST SUBORDINATE:</b> ALL TEAM LEADERS GRADE 16	<b>POS. NO:</b> DFCS 006,010,014,018
<b>BRANCH:</b> ADMINISTRATION	<b>IMMEDIATE SUPERVISOR:</b> FIRST ASSISTANT SECRETARY - CSD	<b>POS. NO:</b> DFCS.001
<b>SECTION:</b> ADMINISTRATION BRANCH	<b>LOCATION:</b> WAIGANI TWIN TOWER 1	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
	20.09.2000	Redesign
20.09.2000	10.10.03	No Change
	02.12.2005	No Change
	22.07.2011	Reclassified

Purpose and Accountabilities of the position
<ul style="list-style-type: none"> <li>The Assistant Secretary reports to the First Assistant Secretary – Corporate Services and supervises four managers: These Managers include; <ul style="list-style-type: none"> <li>➤ Team Leader – Administration</li> <li>➤ Team Leader – Asset Management</li> <li>➤ Team Leader – Document Management System</li> <li>➤ Team Leader – Building Services</li> </ul> </li> <li>To direct the operations of the Administration branch</li> <li>To coordinate the Departments Budget preparation, execution and the budget implementation reviews.</li> <li>To supervise the Department's fleet and fixed assets management.</li> <li>To provide timely administration reports and briefs to the Executive management.</li> </ul>
PERSON AND POSITION SPECIFICATIONS
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>▪ Possession of a Bachelor's Degree in Business Management, Commerce or Accounting is essential</li> <li>▪ Possessing of a Master's Degree in Business Management, Commerce or Accounting is an advantage.</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• In-depth knowledge of all relevant legislation, Acts, and Laws including (but not limited to) the Public</li> </ul>

Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government, and PNG Government Legislation.

- High level knowledge of Microsoft Office programs including Word, Excel, and Power-point
- Extensive knowledge of good management practices
  - In depth knowledge of Government Budgeting & Accounting Systems.
- Comprehensive knowledge of PNG Public Service systems
- User knowledge of Integrated Financial Management systems (IFMS)



**Skills:**

- Significant professional experience in all areas of business and financial management
- High level of communication and interpersonal skills.
- Well developed analytical skills to support problem solving, report writing and other issues requiring analysis and response.

**Abilities:**

- Proven ability to lead and manage a small team of professionals
- Strong ability to manage multiple tasks, prioritize and meet deadlines
- Ability to be highly organized and to respond to pressure
- Ability to provide effective management advice and client service

**Principal Liaisons**

**Internal:** All members of the Department pertinent to Divisional matters arising

**External:** All Departments, Statutory Bodies or entities relevant to Divisional matters arising involving the Department of Finance

**Key Areas of Responsibility endeavour**

**Key Result Area (1): Planning and directing the operational requirements of the Administration Branch**

*Performance standard: This will have been satisfactorily achieved when:*

- Effective and efficient operations of the Administration Branch.
- Effective fleet management and fuel usage controls
- Effective fixed Asset Management

**Key Result Area (2): Ensure VH Building Services are operating.**

*Performance standard: This will have been satisfactorily achieved when:*

- VH building services are operating effectively.
- Attend to and fix any building maintenance problems.

**Key Result Area (3): Ensure Government Office Accommodation lease agreements are reviewed and rental payments are paid as and when due on a timely manner.**

*Performance standard: This will have been satisfactorily achieved when:*

- Government office accommodation rentals are processed and paid on time.
- Lease agreements are current and reviews are made through the Office Allocation Committee.

**Key Result Area (4): Ensure pensions, constitutional office holders entitlements and Workers Compensation claims are processed and paid.**

*Performance standard: This will have been satisfactorily achieved when:*

Assistant Secretary – Administration



- Workers compensation claims, ex-gratia payments and constitutional office holder's entitlements are processed and paid on time.

**Key Result Area (5): Prepare Budget Estimates and monthly cash flows.**

*Performance standard: This will have been satisfactorily achieved when:*

- Budget estimates preparation, execution and reviews are coordinated and implemented on time as scheduled by the Budget circular and internal Budget Review Committee

**Key Result Area (6): Ensure Records Management Unit is operating.**

*Performance standard: This will have been satisfactorily achieved when:*

- Records management services are operating smoothly and efficiently.

**Key Result Area (7): Professional conduct**

*Performance standard: This will have been satisfactorily achieved when:*

- Punctuality and attendance is in accordance with the Department's expectations, policy and the General Orders
- Strong ethical standards are displayed at all times including leading by example, professional behaviour and ethical decision making
- A high standard of personal conduct is consistently demonstrated in the workplace
- Professional standards of dress, communication and work ethic with good work outcomes, is evident at all times
- Consistent compliance with the Public Service Code of Conduct and the General Orders is demonstrated
- Confidential and ethical standards are maintained at all times when undertaking delegated duties



**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 **Assistant Secretary - Administration, Grade 17**. 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.....

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

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