



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

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:001	POS. NO: DFCS.004
DEPARTMENT: FINANCE	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY - ADMINISTRATION	GRADE: 17
OFFICE/AGENCY: LEVEL 5, TWIN TOWER 1	LOCAL DESIGNATION: ASSISTANT SECRETARY - ADMINISTRATION	
DIVISION: CORPORATE SERVICES	HIGHEST SUBORDINATE: ALL TEAM LEADERS GRADE 16	POS. NO: DFCS 006,010,014,018
BRANCH: ADMINISTRATION	IMMEDIATE SUPERVISOR: FIRST ASSISTANT SECRETARY - CSD	POS. NO: DFCS.001
SECTION: ADMINISTRATION BRANCH	LOCATION: 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">The Assistant Secretary reports to the First Assistant Secretary – Corporate Services and supervises four managers: These Managers include;<ul style="list-style-type: none">➢ Team Leader – Administration➢ Team Leader – Asset Management➢ Team Leader – Document Management System➢ Team Leader – Building ServicesTo direct the operations of the Administration branchTo coordinate the Department's Budget preparation, execution and the budget implementation reviews.To supervise the Department's fleet and fixed assets management.To provide timely administration reports and briefs to the Executive management.

PERSON AND POSITION SPECIFICATIONS
Qualifications:
<ul style="list-style-type: none">Possession of a Bachelor's Degree in Business Management, Commerce or Accounting is essentialPossessing of a Master's Degree in Business Management, Commerce or Accounting is an advantage.
Knowledge:
<ul style="list-style-type: none">In-depth knowledge of all relevant legislation, Acts, and Laws including (but not limited to) the Public

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

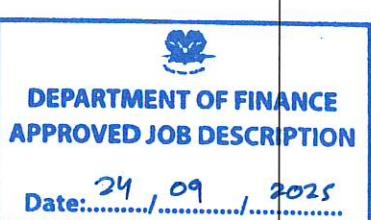
- High level knowledge of Microsoft Office programs including Word, Excel, and Power-point
- Extensive knowledge of good management practices
- In depth knowledge of Government Budgeting & Accounting Systems.
- Comprehensive knowledge of PNG Public Service systems
- User knowledge of Integrated Financial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