



PAPUA NEW GUINEA PUBLIC SERVICE

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24/09/2022

JOB DESCRIPTION

SEQ. NO:	POS. NO
DEPARTMENT: FINANCE	DESIGNATION/CLASSIFICATION TEAM LEADER ADMINISTRATION
OFFICE/AGENCY: LEVEL 5, TWIN TOWER 1	LOCAL DESIGNATION TEAM LEADER ADMINISTRATION
DIVISION: CORPORATE SERVICES	HIGHEST SUBORDINATE SRNIOR PROCUREMENT OFFICER
BRANCH: ADMINISTRATION	IMMEDIATE SUPERVISOR ASSISTANT SECRETARY ADMINISTRATION
SECTION: ADMINISTRATION UNIT	LOCATION WAIGANI – TWIN TOWER 1

HISTORY OF POSITION

File no.	Date of variation	Details
	20.09.2000	Redesign
20.09.2000	10.10.03	No Change
	22.07.2011	Reclassified
	MARCH 2025	Reclassified

Purpose and Accountabilities of the position

- To organize and manage the Administration Section.
- To supervise and ensure that all procurement for goods and services are done efficiently and timely.
- To oversee the operations of the fleet management.
- To supervise, monitor and ensure that drivers carry out their duties effectively.
- To ensure that Workers compensation, ex-gratia and Constitutional office holder's claims are processed and paid on time.
- To supervise the Asset Management Officer and ensure Asset register, asset maintenance and BOS are effectively managed.

PERSON AND POSITION SPECIFICATIONS

Qualifications:

The minimum entry qualification is: -

- Degree in Public Administration or Business Studies

Knowledge:

Must possess through knowledge of: -

- Public Services (Management) Act and General Orders.
- Public Finance (Management) Act and Financial Manual.
- Public Service Policies, Procedures and Systems.

- Organic Law on Provincial and Local Level Government.
- Computer Literate.

Skills:

Ability to demonstrate the following skills at a proficient level: -

- Management and Leadership qualities.
- Written and Oral Communication.
- Public Relations and Inter-Personal skills.
- Team Player.



Abilities:

- Strong ability to achieve multiple tasks, prioritize and meet deadlines
- Ability to be highly organized and to respond to pressure
- Ability to use initiative in performing duties.
- Ability to delegate duties
- Coordinate and supervise

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:

- Assist the Assistant Secretary (Administration) with the preparation of the Branch Reports for inclusion in the Annual Report; prepare Work Programs for activities of the Administration Section.

Key Result Area (2) Prepare annual budget for the branch

Performance standard: This will have been satisfactorily achieved when:

- Assist the Assistant Secretary (Administration) with the preparation of yearly Budgets Estimates for the Branch.

Key Result Area (3) Supervision of staff

Performance standard: This will have been satisfactorily achieved when:

- Supervise the General Management of Staff.

Key Result Area (4) Ensure proper and confidential maintenance of document filing system

Performance standard: This will have been satisfactorily achieved when:

- Organize security systems for filing and safe keeping of the Branch's confidential documents.

Key Result Area (6)

Performance standard: This will have been satisfactorily achieved when:

- Oversee the operations of the Departmental Fleet.
- Oversee the procurement of goods and services

- Attend to and/or supervise payments of goods and services
- Exercise appropriate delegation in relation to the administration of the Section.


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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.
- 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.

STATEMENT OF ACKNOWLEDGMENT AND COMMITMENT:

I, (insert employee name)..... have been provided with a copy of my duty statement and I am fully aware of the duties, responsibilities and accountabilities of the **Team Leader - Administration, Gr. 16**. 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 signature: Date:

Employee name: (print)

Supervisor signature: Date:

Supervisor name: (print) Supervisor title:

Division Head signature: Date:

Division Head name: (print) Division Head title: