



## PAPUA NEW GUINEA PUBLIC SERVICE



### JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO</b> DFCS.006
<b>DEPARTMENT:</b> FINANCE	<b>DESIGNATION/CLASSIFICATION</b> TEAM LEADER ADMINISTRATION	<b>Grade</b> 16
<b>OFFICE/AGENCY:</b> LEVEL 5, TWIN TOWER 1	<b>LOCAL DESIGNATION</b> TEAM LEADER ADMINISTRATION	
<b>DIVISION:</b> CORPORATE SERVICES	<b>HIGHEST SUBORDINATE</b> SRNIOR PROCUREMENT OFFICER	<b>POS. NO.</b> DFCS.007
<b>BRANCH:</b> ADMINISTRATION	<b>IMMEDIATE SUPERVISOR</b> ASSISTANT SECRETARY ADMINISTRATION	<b>POS. NO.</b> DFCS.004
<b>SECTION:</b> ADMINISTRATION UNIT	<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
	22.07.2011	Reclassified
	MARCH 2025	Reclassified

Purpose and Accountabilities of the position
<ul style="list-style-type: none"><li>To organize and manage the Administration Section.</li><li>To supervise and ensure that all procurement for goods and services are done efficiently and timely.</li><li>To oversee the operations of the fleet management.</li><li>To supervise, monitor and ensure that drivers carry out their duties effectively.</li><li>To ensure that Workers compensation, ex-gratia and Constitutional office holder's claims are processed and paid on time.</li><li>To supervise the Asset Management Officer and ensure Asset register, asset maintenance and BOS are effectively managed.</li></ul>
PERSON AND POSITION SPECIFICATIONS
<b>Qualifications:</b> The minimum entry qualification is: - <ul style="list-style-type: none"><li>Degree in Public Administration or Business Studies</li></ul>
<b>Knowledge:</b> Must possess through knowledge of: - <ul style="list-style-type: none"><li>Public Services (Management) Act and General Orders.</li><li>Public Finance (Management) Act and Financial Manual.</li><li>Public Service Policies, Procedures and Systems.</li></ul>

- 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

Team Leader Administration



**DEPARTMENT OF FINANCE**  
**APPROVED JOB DESCRIPTION**

Date: 24/09/2025

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



### 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: .....