



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:	POS. NO DFCS.010
DEPARTMENT: Finance	DESIGNATION/CLASSIFICATION Team Leader Asset Management	Grade 16
OFFICE/AGENCY: LEVEL 5, TWIN TOWER 1	LOCAL DESIGNATION Team Leader Asset Management	
DIVISION: Corporate Services	HIGHEST SUBORDINATE Senior Asset Management Officer Gr. 14	POS. NO. DFCS.011
BRANCH: Administration Branch	IMMEDIATE SUPERVISOR Assistant Secretary – Administration	POS. NO. DFCS.004
SECTION: Asset Unit	LOCATION (Waigani) Twin Tower 1	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
	March 2025	Redesign

2. PURPOSE

To assist the Assistant Secretary – Administration through leading and coordinating the delivery of efficient and effective asset management services within the section that ensure the delivery of the Department's priorities and objectives.

3. DIMENSIONS

The Team Leader – Asset Management advises and reports directly to the Assistant Secretary - Administration and oversees the functions of the branch through supervision of three (3) Asset Management Officers.

4. PRINCIPLE ACCOUNTABILITIES

- I. Manage and direct the operational priorities and requirements of the Asset Management Section.
- II. Prepare annual budget for the Asset Management Branch.
- III. Manage and deliver the Asset Management Section main responsibilities.
- IV. Effective management and planning of resources including staff.
- V. Maintain Professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Lead the development and implementation of the Department's asset management plans;
- Develop and implement an asset management framework that would enable the systematic process of registering, deploying, operating, maintaining, upgrading and disposing of assets in the most cost-effective manner;

- Lead the development and implementation of the Department's asset management program in accordance with the annual budget allocation and operational plans;
- Provide strategic input into the overall coordination of the Department's asset management processes;
- Oversee asset management processes to ensure compliance with relevant strategies, policies and statutory regulations;
- Effectively oversee and supervise all the duties of the Asset Management section through close liaison with the Assistant Secretary – Administration;
- Assist the Assistant Secretary (Administration) with the preparation of yearly Budgets Estimates for the Branch;
- 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 Asset Management Section;
- Review and draft policies on matters relating to asset management;
- Review, maintain and update the asset register and database for the Department;
- Co-ordinate stock takes of asset and formulation of related reports;
- Train staff on the use of asset management database;
- Develop and update procedures and systems to ensure the provision of high quality asset management services;
- Effectively prepare work schedules for staff, review output, lead and coordinate the Asset Management Branch operational processes;
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- Effectively manage and maintain staff attendance and punctuality records, and ensure zero to minimal disciplinary issues, quality work output and positive staff morale;
- Closely supervise and monitor subordinates work performance and assess individual performance through the Staff Performance Appraisal (SPA);
- Effectively manage staff training needs and communicate to the Professional Development Branch within CSD for any training programs and ensure it is properly managed and facilitated;
- Effectively coach, train and mentor subordinated Staff to ensure ongoing staff capacity building on the job and knowledge and skills transfer;
- Ensure subordinate staff is trained and instilled with operational knowledge and understanding of the Integrated Financial Management System (IFMS);
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Closely liaise with the Assistant Secretary – Administration Branch and work alongside the Team Leaders – Administration, Procurement, Records Management and Building Services;
- Manage the Asset Management section and Supervises three (3) Asset Management Officers;
- Liaise with all Department of Finance staff across all divisions.

(b) External



- Liaise with relevant organizations as directed to do so by the Assistant Secretary - Administration, in relation to Asset Management.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- PNG Vision 2050
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.



7.2 Recommendations:

- Provide recommendations to First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters;
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks;
- Decide on relevant recommendation to be brought to the attention of the First Assistant Secretary (FAS) through the Assistant Secretary (AS).

8. CHALLENGES

- Assisting the Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware the with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- 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.
- Limited resources may 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. This includes the Integrated Financial Management Systems (IFMS).

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experience:

- Have a Degree in Accounting, Commerce, Public Administration or related Discipline from a recognized University or learning Institute;
- Experience with Asset Management in Public Sector/Agencies;
- Must be a member of Accounting professional body (CPA), or working towards attaining membership status;
- Have at least 8 years of experience in management level in Government or public Sector.

Knowledge:

- Exposure and knowledge of the operational process of Public Sector/Agencies Asset Management and Administration;
- Knowledge of office Asset Management and Asset Registration Process & Database;
- Effective awareness and exposure with Asset Management process;
- Knowledge of the operational process of the Integrated Financial Management System (IFMS).

Skills and Abilities:

- Have the abilities and skills in managing public Office asset;
- Possess effective management and Leadership skills;
- Well-developed communication (written & oral) skills.
- Advanced Public Relations and Inter-Persona skills;
- Ability to be highly organized and to respond to pressure;
- Strong ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to use initiative in performing duties, coordinate well and supervise.



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 **TEAM LEADER ASSET MANAGEMENT, GRADE 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 Name: Date:.....

Employee Signature:..... (Print)

Supervisor Name:..... Date:.....

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

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

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

