



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

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| | SEQ. NO: | POS. NO DFCS.013 |
| DEPARTMENT: Finance | DESIGNATION/CLASSIFICATION Asset Management Officer | Grade 12 |
| OFFICE/AGENCY: Level 5, Twin Tower 1 | LOCAL DESIGNATION Asset Management Officer | |
| DIVISION: Corporate Services | HIGHEST SUBORDINATE Nil | POS. NO. |
| BRANCH: Administration | IMMEDIATE SUPERVISOR Senior Asset Management Officer, Gr. 14 | POS. NO. DFCS.011 |
| 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, renumber |
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1. PURPOSE

To support the Team Leader Asset Management in the delivery of efficient and effective asset management services to the Department.

2. DIMENSIONS

The Asset Management Officer reports to the Senior Asset Management Officer.

3. PRINCIPAL ACCOUNTABILITIES

Support the Team Leader Assets Management in ensuring that the Department has a functioning assets management framework including relevant policies and processes, and in the efficient delivery of assets management services.

4. MAJOR DUTIES

- Ensure all tasks are completed in accordance with the relevant work schedule.
- Support the implementation of the Department's asset management plans.
- Ensure the Department's asset management programs are delivered in accordance with budget allocations.
- Ensure asset management processes are in compliance with relevant strategies, policies and statutory regulations.
- Review and draft policies on matters relating to asset management.
- Assist in reviewing and updating procedures and systems to ensure high quality asset management services.
- Review and update the asset register for the Department and ensure that the asset management database is maintained regularly.
- Take stock of assets and formulate related reports.

- Participates in HIV and AIDS and gender equity/equality activities that will assist the department to address these issues.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to Senior Asset Management Officer.
- Work alongside other Asset Management Officer(s)
- Liaise with all Department of Finance officers across all divisions.

(b) External

- Liaise with relevant external organisations as directed to do so by the Team Leader Assets Management.

6.2 WORK ENVIRONMENT

This role is both a technical and administrative role.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislation and government policies that govern the work of Department of Finance include:

- Public Service (Management) Act 2014
- Public Service General Orders 2012
- Public Finance (Management) Act 1995 and related instructions
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan
- Gender Equity & Social Inclusion Policy
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

8. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. 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.
- Department of Finance is operating within limited resources which may constrain, among other things, remuneration options. Other Public Service imposts may, from time to time, similarly 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.

9. SKILLS AND EXPERIENCE

Job Specific Skills

- **Leadership:** Demonstrate personal drive, commitment and resilience. Behave in an ethical manner and demonstrate personal qualities of honesty, fairness, and professionalism. Seek to understand and support the goals and purpose in the work area. Seek to demonstrate insight and vision in contributing to solutions. Seek to support the implementation of change and innovation. Demonstrate a capacity to work within diverse multi-stream teams and contribute to their success. Contribute to supporting a positive learning environment which builds staff capability, commitment and institutional strengthening. Demonstrate public service standards of integrity.
- **Communication:** Good quality written and oral communication skills. Communicate with thoughtfulness and respect. Able to produce drafts of briefs and correspondence for clearance by superiors and proof read drafts prepared by junior officers. Able to organise meetings and workshops, prepare agendas and represent the Branch at internal & external meetings. Able to develop and deliver presentations and possess some facilitation skills.
- **Policy analysis and development:** Demonstrate knowledge/understanding of policy problems and policy options. Provide timely feedback.
- **Stakeholder relationships:** Demonstrate ability to build and sustain effective collaborative relationships with a network of key people, internally and externally.
- **Strategic/Technical:** Seek to acquire general knowledge and understanding of financial management, demonstrate general understanding of the range of Acts, laws and policies governing the work of Department of Finance and a more thorough understanding of those specifically relevant to this role.

10. QUALIFICATIONS & ADDITIONAL EXPERIENCE

Essential

- **Qualifications:** A Bachelor degree in Accounting, Commerce, Public Administration or a related field from a recognised university.
- **Work experience:** Prior work experience in an asset management, accounting, business administration or a supply chain work-related role.
- **Teamwork:** Able to work well with colleagues, respond to requests in a timely manner and share relevant information with the Division, the Department and with other stakeholders. Contribute to identifying any team development needs and building the capacity and capability of the team.
- **Workload and time management:** Contribute to identifying team priorities, and share or allocate specific tasks within team and to ensure competing deadlines are met. Manage own tasks within this environment. Promote effective and efficient service delivery.



- **Strategic and budget planning skills:** Contribute, as required, to identifying divisional and department strategic goals and budget plans and assist in the preparation of related documentation to support the meeting of these strategic goals and budget plans.
- **Financial management:** Ensure all expenditure, acquittals and other financial and commercial transactions strictly adhere to Departmental and Government-wide policies and/or legislation.
- **Legislative knowledge:** Establish knowledge about the range of Acts, laws and policies governing the work of Department of Finance.
- **Values:** Demonstrate and practice high levels of integrity, honesty, accountability, respect and wisdom and accept responsibility for one's own actions at all times.
- **Zero tolerance of any unethical activity or behaviour:** Must be a positive role model on ethical behaviour for staff and demonstrate personal qualities of honesty, fairness and professionalism.
- **Computing:** Demonstrate substantial proficiency in the use of email and internet, in the application of software such as MS Word and MS Excel to perform complex tasks, and in the creation of presentations using MS PowerPoint.

Desirable

- **Qualifications:** A Bachelor degree in Accounting, Commerce, Public Administration or related field from a recognised tertiary institution and membership of appropriate professional organisation(s).
- **Work experience:** Significant previous experience at an equivalent level of employment with similar levels of responsibility.
- **Technical:** A demonstrated knowledge/understanding of property management, compliance and project management.
- **Societal awareness:** Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.

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 **Asset Management Officer, Grade 12** 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.....

Asset Management Officer



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

