



	
<b>DEPARTMENT OF FINANCE</b>	
<b>APPROVED JOB DESCRIPTION</b>	
Date: 24 / 09 / 2025	Form OD2.7

## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFCS.021
<b>OFFICE:</b> 5 <sup>th</sup> Floor, Twin Tower 1	<b>DESIGNATION / CLASSIFICATION:</b> ASSISTANT SECRETARY – BUDGET & PROJECTS MANAGEMENT, GRADE 17	
<b>DIVISION:</b> CORPORATE SERVICES	<b>LOCAL DESIGNATION:</b> ASSISTANT SECRETARY – BUDGET MANAGEMENT	
<b>BRANCH:</b> BUDGET & PROJECTS MANAGEMENT	<b>REPORTING TO:</b> NO: FIRST ASSISTANT SECRETARY – CORPORATE SERVICES DIVISION DFCS.001	<b>SYS. POS. NO:</b> <b>REF.</b>
<b>SECTION:</b> BUDGET & PROJECTS	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Redesigned and revised according to Re-org

#### 2. PURPOSE

To provide leadership and manage the operations of the Budget Management Branch to ensure all Department of Finance's divisional and budget estimates are prepared and formulated in a professional and timely manner.

#### 3. DIMENSIONS

The Assistant Secretary – Budget Management reports to the First Assistant Secretary – Corporate Services Division, and oversees the activities of the Budget and Projects Branch through the following subordinate positions:

- Team Leader - Budget & Projects
- Team Leader - Housing Projects
- Senior Budget & Projects Officer (3x Officers)
- Assistant Budget & Projects Officer (3x Officers).

#### 4. PRINCIPAL ACCOUNTABILITIES

- Provide guidance and advice to the Assistant Secretaries of Department of Finance Branches to support their execution and delivery of the agreed priorities of the Division.
- Guide and assist staff to prepare and coordinate budgets, analyse budgetary issues, project reports, prepare fiscal reports and assess the budget and projects outcomes and policy related issues including advice on expenditure review through written documents (briefs, letters and policy documents).
- Encourage and oversee the development of new initiatives, review current processes and policies, and improve the delivery of Divisional outcomes.

#### 5. MAJOR DUTIES

- Ensure all the Department's divisional and budget estimates and all public investment programs submission are prepared and formulated in a professional and timely manner.

- Ensure monthly, quarterly and annual budgetary reports and project reports are prepared and present these as required.
- Ensure Department housing project scheme is progressing with status report presented to Project Steering Committee and the Top Management
- Represent the Division at any budget and project related meetings (Budget Review and Project Steering Committee).
- Analyse, summarize, formulate and present budget estimates for the divisions of the Department of Finance and its related activities for incorporation into the annual national budget.
- Analyse and keep track on all PIPs for the department and report to PSC
- Ensure the projects reports are compiled and project status are reported quarterly
- Ensure the database of warrants is maintained and Cash Fund Certificates issued.
- Ensure constant review and a detailed record of Departmental expenditure is maintained to ensure that funds are appropriately expended as per their budget appropriations.
- Provide oversight for Divisions in formulating cash flows on expenditure items and their justification to the Department of Finance.
- Provide high level advice on issues relating to the strategic development of the Department of Finance, including operational performance, workforce and corporate planning, risk management, and whole of government advice on the strategic framework for, and coordination of, the preparation of the annual budget and provide high level analysis and reporting of budget performance as required by management or Government.

## **6. NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

#### **(a) Internal**

- Report to the First Assistant Secretary – Corporate Services Division.
- Supervise Team Leaders (Budget & Projects – PIP and Housing Projects)
- Senior Officer(s) and Assistant Officers.
- Regular liaison and contact with staff across the Department of Finance.

#### **(b) External**

- Liaise with Departments, Provinces, Statutory Bodies or entities as relevant to Divisional budgetary matters.

### **6.2 WORK ENVIRONMENT**

This role is a specialist, technical and an 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.
- All staff need to be trained on how to operate and use Integrated Financial Management System (IFMS) as business users to fully understand how IFMS works, how to run reports as most expenditure reports are now on IFMS and to convey relevant information to Government agencies that already on IFMS.

## 9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

### Qualifications and Experience:

- Bachelor Degree in Accounting, Business Management, Human Resource Management or related discipline from a recognized University;
- Master's Degree or post graduate qualification in related discipline is a bonus;
- Minimum of 5-7 years significant amount of relevant work experience in human resources and similar management roles in a Public Service Agency;
- Work experience in administering and managing Budgets and planning;
- Current registered membership with PNG HRI or related professional body.

### Knowledge:

- In-depth knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Knowledge of PFMA, PSMA, PSGO and the relevant government regulations;
- Knowledge and Understanding of a range of human resource issues, including employee relations, discipline etc.;
- Advance knowledge in Budget review, Planning and monitoring;
- Good understanding of the ALESCO Payroll System.

### Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Effective planning, organization and implementation skills;

- Ability to manage stress and work under pressure.



**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 **ASSISTANT SECRETARY – BUDGET & PROJECT MANAGEMENT, GR. 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:.....

Division Head Name:..... Date.....

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