



DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24/09/2024

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO: FIN0000257	REF. NO: DFCS.022
OFFICE: 5 th Floor, Twin Tower 1	DESIGNATION/CLASSIFICATION: TEAM LEADER - BUDGETS & PROJECTS	Grade: 16
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: TEAM LEADER - BUDGETS & PROJECTS	
BRANCH: BUDGET & PROJECT MANAGEMENT	REPORTING TO: ASSISTANT SECRETARY- BUDGET & PROJECT MANAGEMENT	SYS. POS. NO: REF. NO:
SECTION: BUDGET & PROJECTS	LOCATION: TWIN TOWER 1,WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	10. 03. 2025	Create

2. PURPOSE

To provide oversight and support to the Budget Management and Project Management activities in the Department of Finance by ensuring timely preparation of Annual Budget Estimates, release of monthly warrant Authorities, issuance of Cash Fund Certificates (CFC) provide up-to-date periodic budget execution reports to the stake holders, project monitoring and evaluations, project tracking and reporting.

3. DIMENSIONS

The Team Leader Budgets and Projects reports to the Assistant Secretary – Budget and Project Management and supervises the Senior Budget Officers, Senior Project Officers and the Budget and project officers.

4. PRINCIPAL ACCOUNTABILITIES

- I. Manage and coordinate the annual, quarterly and monthly operational cash flows for Department of Finance Recurrent Activities and Public Investment Projects (PIP).
- II. In collaboration with the Department of Treasury, ensure timely release of Warrant Authorities and subsequent release of Cash Fund Certificates.
- III. Coordinate periodic and timely compilation of budget execution reports to the stake holders. Coordinate the preparation and submission of Annual Budget Estimates for the Department
- IV. Coordinate all project status reports and ensure PIP submissions are prepared and submitted to Department of National Planning and Monitoring

5. MAJOR DUTIES

- Coordinate the preparation and submission of Annual Budget Estimates and Public Investment Programs (PIPs) for Department of Finance;
- Coordinate with Divisional Heads and Program Managers of the Department in the allocation of monthly cash flows;

- Provide oversight to the Internal Budget Review Committee Secretariat and Project Steering Committee.
- Provide monthly, quarterly and annual budget execution reports and project status reporting to the Management.;
- Liaise with the Department of Treasury and Department of National Planning in the monthly release of funds;
- Provide quarterly and Annual expenditure reports for the Department of Finance for Performance Appraisal;
- 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;

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Assistant Secretary – Budget and Project Management Branch;
- Provide daily supervisory role to the Senior Budget & Projects Officer and his/her sub-ordinates.
- Liasse closely with the Divisional Heads and Program Managers and facilitate the sufficient allocation of funding to implement their plan activities;
- Liaise with all Department of Finance staff across all divisions.

(b) External

- Liaise with Department of Treasury and National Planning to ensure Warrant Authorities are released on time for both Recurrent and Capital Projects.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- 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 awareness 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.
- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that the subordinates are conversant with the navigation and production of various exceptional Budget Estimates and implementation reports from the Integrated Financial Management Systems (IFMS).



9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experience:

- A Bachelor Degree or post-graduate qualification in Economics or Accounting, or any related discipline from a recognized university;
- Current registered membership with CPA or other professional institutions;
- Minimum of 6-10 years' significant amount of relevant work experience in Economics or Business Management and similar roles in Private or Public Sector Organizations;
- Significant amount of work experience and exposure in Financial Management

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;
- Demonstrated knowledge and understanding of Public Financial Management and Financial Instructions;
- Advance knowledge in Financial Analysis, Cash Flow Management, Budget Estimates and Execution processes;
- Good understanding of the Budget Preparation and Execution using the Integrated Financial Management Systems (IFMS);
- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting and presentations of Budget Estimates and Expenditure Reports.

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 **TEAM LEADER BUDGET & PROJECTS, 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 Name:..... Date:.....

Employee Signature:.....(print)

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

Supervisor Signature;..... (print) Supervisor Title:.....

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

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

