



DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION  
Date:...../...../.....  
24, 09, 2025

## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b> FIN0000259	<b>REF. NO:</b> DFCS.023
<b>OFFICE:</b> 5 <sup>th</sup> Floor, Twin Tower 1	<b>DESIGNATION/CLASSIFICATION:</b> SENIOR PROJECT OFFICER,	<b>Grade:</b> 14
<b>DIVISION:</b> CORPORATE SERVICES	<b>LOCAL DESIGNATION:</b> SENIOR PROJECT OFFICER	
<b>BRANCH:</b> BUDGET & PROJECT MANAGEMENT	<b>REPORTING TO:</b>	<b>SYS. POS. NO:</b> TEAM LEADER BUDGET & PROJECTS OFFICER <b>REF. NO:</b>
<b>SECTION:</b> PROJECTS	<b>LOCATION:</b> TWIN TOWER 1,WAIGANI	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	10. 03. 2025	Revise, rename, redesign

#### 2. PURPOSE

To coordinate Public Investment Programs and ensure quarterly reporting and status updates of all PIPs for the Department of Finance. Projects submissions offline for new and old projects and compile reports. Provide overall support to the Project Management activities in the Department of Finance. Follow up and ensuring timely release of monthly warrant Authorities for projects and ensure the appropriations are expended accordingly with timely reports to all stakeholders.

#### 3. DIMENSIONS

Coordinate budget submissions for new proposed projects and all existing projects as per the approved PIP template from Department of National Planning and Monitoring and reports to the Budget and Projects Team Leader.

#### 4. PRINCIPAL ACCOUNTABILITIES

- I. Coordinating the annual, quarterly and monthly operational cash flows for all Department of Finance Public Investment Projects
- II. Provide liaison between the Department of Treasury, National Planning and Department of Personnel Management on Budgetary issues addressing matters arising from all Projects reviews
- III. Assist Budget & Project Team Leader on a timely compilation of budget execution reports and Project Status reports to the stake holders.
- IV. Assist in the preparation and submission of Annual Budget Estimates and Project Submissions for the Department of Finance.

#### 5. MAJOR DUTIES

- Provide technical support in the preparation and submission of Public Investment Programs submission for Department of Finance;
- Assist Manager for Budget and Projects in coordinating the monthly revised cash flows (projects);
- Provide technical support to the Project Steering Committee Secretariat.
- Assist in the monthly, quarterly and annual budget execution reports to the Management regarding the projects for Department of Finance.;

- Assist in project monitoring and evaluation and quarterly reporting
- Liaise with the Department of Treasury and Department of National Planning in the monthly release of funds;
- Assist in preparation of quarterly and annual projects expenditure reports to the Department of Finance Top Management;



## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Liaise closely with the Team Leader Budget and Project Officer- Budget & Project Management Branch;
- Provide supporting role to the Budget & Project Management Officers.
- Provide liaison for the Budget & Projects Management Branch with the Divisions and Branches of the Department relating to project activities;
- Liaise with all Department of Finance staff across all divisions.

#### (b) External

- Liaise with Department of Treasury and National Planning on project related issues on Capital Project fundings.

## 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 Budget & Management Team through Manager Budgets & Projects to Assistant Secretary (AS) on branch matters;
- Recommend to Senior Budget Management Team on possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

### 7.3 Decisions:

- Execute decisions of the Supervisors on delegation/allocation of tasks;
- Decide on relevant recommendation to be brought to the attention of the Assistant Secretary (FAS) through the Manager Budget and Projects.

## 8. CHALLENGES

- Assisting the Manager and Assistant Secretary with planning and development of Branch Work activities and Logistical Support;
- 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 branch 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 you are conversant with the navigation and production of various exceptional Budget Estimates and implementation reports from the Integrated Financial Management Systems (IFMS).

## 9. QUALIFICATIONS, SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- A Bachelor Degree qualification in Accounting or Economics, or any related discipline from a recognized university;
- Member to CPA or other professional institutions;
- Minimum of 3 years' relevant work experience in Accounting or Economics or Project Management and similar roles in Private or Public Sector Organizations;
- Industrial work experience and exposure in Financial Management and Project management.



### Knowledge:

- Knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Fair 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 **SENIOR PROJECTS OFFICER, GR. 14.** 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:.....

