



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO: FIN0000259	REF. NO: DFCS.024
OFFICE: LEVEL 5, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: PROJECT OFFICER	Grade: 12
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: PROJECT OFFICER	
BRANCH: BUDGET & PROJECT MANAGEMENT	REPORTING TO: SENIOR PROJECT OFFICER	SYS. POS. NO: REF. NO:
SECTION: PROJECTS	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

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

2. PURPOSE

To input data and research on new projects and current project annual resubmissions to Department of National Planning and Monitoring. Quarterly monitoring and reporting of all Department of Finance Public Investment Programs (PIP) and provide overall support to the project Management activities in the Department of Finance. Follow up and ensuring timely release of monthly warrant Authorities, issuance of Cash Fund Certificates (CFC) for projects and provide up-to-date periodic project status reports to the stake holder

3. DIMENSIONS

Input Budget Estimates Data and compile project submissions to the PIP templates, ensuring the submissions are submitted on timely manner and reports to the Senior Project Manager.

4. PRINCIPAL ACCOUNTABILITIES

- I. Assist in coordinating the annual, quarterly and monthly operational cash flows for Department of Finance on Public Investment Projects.
- II. Provide liaison between the Department of Treasury, National Planning and Department of Personnel Management on PIP issues addressing matters arising from quarterly project reviews.
- III. Assist Senior Project Officer on a timely compilation of budget execution reports to the stake holders.
- IV. Assist in the preparation of project (PIP) submissions for the Department of Finance.

5. MAJOR DUTIES

- Provide administrative support in the preparation and submission of PIPs for Department of Finance;
- Assist Senior Project Officer in compilation of project submissions;
- Provide administrative support to the Project Steering Committee Secretariat.
- Assist in the monthly, quarterly and annual reports to the Management on all PIPs.;
- Liaise with the Department of Treasury and Department of National Planning in the monthly release of funds for projects;

- Assist in preparation of quarterly and annual expenditure reports to the Department of Finance Top Management;

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Senior Project Officer and Team Leader Budget & Projects – Budget Management Branch;
- Provide daily administrative supporting role to the Budget & Project Management Officers.
- Provide liaison for the Budget & Project 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 all 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 and Project Management Team through Senior Project Officer to Assistant Secretary (AS) on branch matters;
- Recommend to Senior Project 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 Senior Project Officer.

8. CHALLENGES

- Assisting the Team Leader and Senior Project Officer 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 project submissions and 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 Business Management, or any related discipline from a recognized university;
- Minimum of some years' relevant work experience in Accounting or Business Management and similar roles in Private or Public Sector Organizations;
- Industrial work experience and exposure in Financial Management.

Knowledge:

- Some 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 project proposal submissions;
- 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 **PROJECT OFFICER, Gr. 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:.....

Project Officer

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

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

