



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO: GOAC.024	REF. NO: DFCS.027
OFFICE: LEVEL 5, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: Team Leader – Housing Projects GRADE: 16	
DIVISION: Corporate Service Division	LOCAL DESIGNATION: Team Leader Housing Project – Corporate Service Division	
BRANCH: Budget and Projects Management	REPORTING TO: Assistant Secretary – Budget and Project Management	SYS. POS. NO: REF.
SECTION: Housing Project Unit	LOCATION: Twin Tower 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	10.03.2025	Rename, renumber

2. PURPOSE

To provide oversight and support to the Corporate Service Division in managing the staff home ownership scheme within the Department of Finance, ensuring fair allocation of staff housing, effective practices in housing to meet organisational priorities and objectives.

3. DIMENSIONS

The Team Leader DOF Housing reports to the Assistant Secretary – Budget and Projects Management and supervises the Senior Housing Officer and Housing Officer

4. PRINCIPAL ACCOUNTABILITIES

- I. Manage, oversee and implement all staff housing scheme activities for the Department of Finance.
- II. Provide sound advice to management on Housing priorities
- III. Monitor housing projects for staff and employees of the Department of Finance.
- IV. Identify staff housing demand and impact to organisational priorities and goals.
- V. Provide accountability relating to DOF HOS funds.

5. MAJOR DUTIES

- Effectively Manage and implement the staff home ownership scheme in line with department policies, working with banks, housing agencies, and authorities to ensure compliance.
- Advise senior management on staff housing needs and provide reports with recommendations on policies, financing, and sustainability.
- Assess staff housing demand through surveys and ensure fair allocation that supports workforce planning and retention.
- Manage DOF HOS funds by overseeing budgeting, tracking expenses, ensuring financial reporting, and maintaining transparent fund disbursement. Ensure compliance with the Public Money Management Regularization Act (PMFA) in all financial processes.

6. NATURE AND SCOPE

Team Leader – Housing Projects

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Assistant Secretary– Budget & Projects Management;
- Working alongside Team Leader Budget and Projects and Supervise the Senior Housing Officer and the Housing Officer;
- Liaise with all Department of Finance staff across all divisions.

(b) External

- Liaise with relevant organisations as directed to do so by the Assistant Secretary – Budget & Projects Management in relation to housing matters.

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 Assistant Secretary– Budget & Projects Management;
- Recommend to Assistant Secretary– Budget & Projects Management 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 Assistant Secretary– Budget & Projects Management.

8. CHALLENGES

- Assisting the Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware the 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.
- Limited resources may 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 or tools relevant to efficiently undertaking their roles and responsibilities. This includes the Integrated Financial Management Systems (IFMS).

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- A Bachelor Degree or post-graduate qualification in Project Management, Construction Practice, Properties, Lands, Architecture, or any related discipline from a recognized university;
- Minimum of 6-10 years' significant amount of relevant work experience in Project Management, Construction Practice, Properties, Lands, Architecture and similar management roles in a Public Service Agency;
- Significant amount of work experience and exposure in administering, managing staff performance.

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 affordable housing
- Knowledge of the Public Service Management Act, Public Service Tendering & Procurement Processes
- Knowledge of the Land Administration Act, Building & Physical Planning Act
- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting presentations

Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Effective Planning, organisation and implementation skills;
- Effective project planning, organization and implementation skills;
- Ability to manage stress and work under pressure.
- Exceptional ability to work well with colleagues and effectively mentor subordinates;

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:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **TEAM LEADER – HOUSING PROJECT, GRADE 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:.....

Team Leader – Housing Projects

