



DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 29, 09, 2025

## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

1. IDENTITY	SEQ NO: DFGOAC.023	POS. NO. DFCS.029
<b>AGENCY</b> Department of Finance	<b>DESIGNATION/CLASSIFICATION</b> HOUSING OFFICER	<b>GRADE:</b> 12
<b>OFFICE</b> Level 5, Twin Tower 1	<b>LOCAL DESIGNATION</b> HOUSING OFFICER	
<b>DIVISION</b> Corporate Service Division	<b>HIGHEST SUBORDINATE</b> NIL	<b>POS. NO.</b>
<b>BRANCH</b> Budget and Projects Management Branch	<b>IMMEDIATE SUPERVISOR</b> SENIOR HOUSING OFFICER	<b>POS. NO.</b> DFCS.027
<b>SECTION</b> Housing Project Unit	<b>LOCATION</b> Twin Tower 1, WAIGANI	

### HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
	29 <sup>th</sup> March 2016	Reclassified
	07.04.2021	Reviewed, revised
	10.03.2025	Rename, renumber

### 1. PURPOSE

The Housing Officer is responsible and assist with the responsibilities of efficient and effective management of Department of Finance Housing portfolios throughout Public Service under the homeownership scheme.

### 2. DIMENSION

The Housing Officer reports directly to the Senior Housing Officer.

### 3. ACCOUNTABILITIES

- Assist with effective management of the DoF institutional housing portfolios and homeownership housing scheme.
- Provide support to Team Leader Housing in managing and directing the operations of the branch including cleaning, gardening, pest control and coordinating repairs and maintenance of DoF housing properties on a daily basis.
- Assist with managing a big team of staff to implement training and development activities to meet corporate objectives such as working smarter principles and safety standards.
- Ensure living conditions are up to standard for tenants in all DoF Government run institutional housing & Homeownership scheme.



#### 4. MAJOR DUTIES

- Provide sound management and best practices for the homeownership scheme and Government institutional housing portfolios throughout Public Service finance department staff;
- Ensure that DoF land is subdivided and enabling individual State land title issued with affordable and sustainable housing constructed;
- Assist in providing leadership and management for the wellbeing and sustainability of the Finance Department institutional housing portfolios and Homeownership scheme;
- Assist prepare and implement annual work plan for DoF housing/accommodation portfolio;
- Assist with and Implement and or administer Tenant Agreements which incorporates the new demerit system for tenants;
- Assist with monitoring and evaluating the Demerit system to tenant by conducting periodic inspections and ensure compliance of Tenancy Agreement;
- Assist in the roll out plan of Demerit system and the new property reform initiatives for DoF housing portfolios;
- Obtaining material and service provider's quotations and raising requisitions of materials and for works to be carried as requested by tenants;
- Assist the Electrician with regular checks on lighting at all DoF housing portfolios and follow up with the artisan electrician on electrical related problems;
- Assist the Housing team with the delivery of white goods, furniture and office equipment to and from DoF housing portfolios and DoF office;
- Conduct physical monthly routine inspections to confirm units are well or require maintenance. Inspection and confirm conditions of white goods and furniture are well kept or require maintenance or replacement and sign off on all job sheets;
- Assist in conducting physical inspections to confirm the pest control firm's and sign off completed job sheets or cards;
- Liaise with the Other Government institutional housing property officer, property managers and project managers and establish support and training requirements and implement as required through the property reforms initiatives and demerit system;
- Conduct regular checks on domestic waste at all compounds to ensure that the wastes are collected by NCDC and the contract cleaner as and when required;
- Assist housing team with other residential services as and when required.

#### 5. NATURE AND SCOPE

##### 5.1 WORK RELATIONSHIP

###### (a) Internal

- Report to the Senior Housing Officer;
- Work closely with Housing Team's Architect;
- Liaise with all Divisional Heads, Finance and Accounts staff;
- Liaison with all Deputy Secretaries & Director as and when required.

###### (b) External

- Liaise closely with Hardware and building material Suppliers;
- Building Service providers, Builders and Contractors;
- Communicate and liaise closely with PNG Power, Eda Ranu Limited, NCDC;
- Department of Works, Department of Lands & Physical Planning Department.

## 6. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 6.1 Rules & Procedure

- Public Finance (Management) Act and related instructions;
- Public Service (Management) Act and General Orders;
- PNG Vision 2050, Development Strategic Plan (2010 – 2030);
- Internal Department of Finance Policies and Procedures.

### 6.2 Recommendations:

- Provide recommendation to the Team Leader Housing Projects through the Senior Housing Officer pertaining to the branch matters.

### 6.3 Decisions:

N/A

## 7. CHALLENGES

- Limited personnel capacity may add constrain on workload, pressure and personal health and wellbeing. In addition, gaps created as a result of staff turn-over or staff undertaking long term study can influence priorities and resource allocation. It is important to be aware of potential impact of a broad array of resource limitation;
- Keeping update with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;

## 8. QUALIFICATIONS, EXPERIENCES AND SKILLS

### Qualifications & Work Experience:

- A Bachelor degree in Property/Land Studies, Land Management or Architecture is essential;
- Over 7 years work experience in the Public Service;
- Have 5 years relevant experience in property management or similar fields;
- Possess an equivalent level of experience with similar responsibilities in Procurement, Project Management, building/property management and related field.

### Knowledge:

- Knowledge on GoPNG Procurement System and Act, relevant stakeholders & their respective roles in the procurement system;
- Sound knowledge of the Building Act & Building Regulation, the Land Acts;
- Physical Planning Act, Survey Act & Valuation Act and NCDC Land Tax Act;
- Sound knowledge of health, safety, occupational work place issues;
- Honest, respect and trust is a must which set the foundation for Team work;
- Commitment to work for DOF as a central agency and support work values and principles;
- Be knowledgeable on Public Service Management Act (PSMA) 1995; General Order (GO) 2012; Public Service Code of Business Ethics & Conduct.

### Skills and Abilities:

- Effective Leadership and management skills;
- Excellent Interpersonal and Public Relations skills;
- Ability to self-motivate and work with less/no supervision;
- Well-developed communications skills (written/verbal/non-verbal);



- Skills in negotiation, presentation and receiving and providing feedbacks;
- Strong ability to manage multiple tasks, prioritize and meet deadlines;
- Ability to be highly organized and to respond to pressure;
- Ability to use initiative and be creative/innovative to improve tasks, systems & process;
- Ability to establish and maintain positive working relationship with colleagues/stakeholders.

**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 **HOUSING 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: ..... (*print*)

Employee Signature: ..... Date: ...../...../.....

Supervisor Name: ..... (*print*)

Supervisor Signature: ..... Date: ...../...../.....

Division Head Name: ..... (*print*)

Division Head Signature: ..... Date: ...../...../.....