

**JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: Department of Finance	SYS. POSN. NO: FIN0000362	REF. NO: DFCS.030
OFFICE: Level 5, Twin Tower 1	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY	GRADE: 17
DIVISION: Corporate Services	LOCAL DESIGNATION: ASSISTANT SECRETARY – PROFESSIONAL DEVELOPMENT	
BRANCH: Professional Development	REPORTING TO: First Assistant Secretary – Corporate Service	REF. NO: DFCS.001
SECTION:	LOCATION: WAIGANI, Headquarter	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
DFOS 013		Created
	10.03.2025	Rename, Redesignate, renumber

2. PURPOSE

To oversee, supervise, manage, direct, control and lead the Professional Development Branch in focusing on achieving the Department of Finance's objectives by ensuring that all staff are adequately equipped with prerequisite skills and knowledge to achieve the outcomes and objectives of the Department.

3. DIMENSIONS

The Assistant Secretary reports to the First Assistant Secretary – Corporate Services and supervises two managers:

- Team Leader –Learning & Development
- Team Leader – Training Administration.

4. PRINCIPAL ACCOUNTABILITIES

- Establish a structured Career Path Plan for all staff, structured Succession Plan for all managers, and ensure an improved gender equality capacity in the Department.
- Create productivity by maximizing individual and team performance and improving effectiveness by developing the knowledge and skills of staff within the Department.
- Support the Department to meet its objectives and the key strategies in its planning documents including the Corporate Plan, the Annual Operational Plan and the Staff Development Strategic Plan.
- Ensure that all Capacity Building and Learning & Development activities are in line with the Public Service regulations and guidelines.

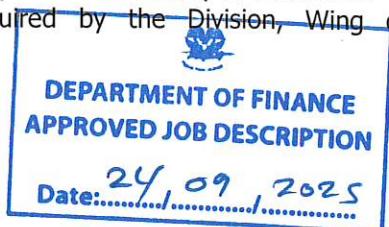
5. MAJOR DUTIES

- Identify training needs and training policies, develop training schedules and review and approve training budgets.
- Conduct training and train the Department's senior staff.
- Compile training statistics for the First Assistant Secretary Corporate Services, the Deputy Support Services, for Training Committee and the Secretary as required.
- Undertake tenders for the outsourcing of training and select appropriate external trainers.

- Ensure that the Department of Finance is up-to-date with modern Human Resources best practices and guidelines.
- Provide strategic direction and leadership to the Professional Development Branch.
- Responsible for the development of and reporting on the Professional Development Branch work plans and budgets.
- Responsible for reporting to and providing high level advice to senior management on Professional Development issues.
- Develop more complex human resources policies.
- Responsible for overall development of the staff of the on Professional Development Branch.
- Ensure a high performance culture, with efficient and effective service delivery, is practiced by Department staff.
- Ensure compliance to all government regulations and instructions and all Branch and Department polices and processes.
- Drive best practice through maintaining zero tolerance of any unethical activity or behaviour.
- Perform any other professional services/duties as required by the Division, Wing or Departmental Head.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP



(a) Internal

- Reports to the First Assistant Secretary – Corporate Services Division.
- Work alongside other Divisional Assistant Secretaries
- Liaise with all Department of Finance managers across all divisions.

(b) External

- Liaise with relevant organizations in relation to on Professional Development matters
- Liaise through the Public Service Human Resource Network for information and assistance that is beneficial for the Department
- Participate in discussions with other relevant stakeholders that will bring about positive changes in the Department.

6.2 WORK ENVIRONMENT

This role is both a specialist and an administrative role.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislation and government policies that govern the work of Department of Finance include:

- Public Service (Management) Act 2014
- Public Service General Orders 2012
- Public Finance (Management) Act 1995 and related instructions
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan (2023-2027)
- Gender Equity & Social Inclusion Policy
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

8. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. 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.
- Department of Finance is operating within limited resources which may constrain, among other things, remuneration options. Other Public Service imposts may, from time to time, similarly 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.
- Provide staff the opportunity and resources to identify and acquire the required skills and knowledge to perform their tasks to produce the desired output. Ensuring that all staff are trained in the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities.
- All staff need to be trained on how to operate and use Integrated Financial Management System (IFMS) as business users to fully understand how IFMS works, how to run reports as most expenditure reports are now on IFMS and to convey relevant information to Government agencies already on IFMS.

9. SKILLS AND EXPERIENCE

Job Specific Skills



- **Leadership:** Demonstrate personal drive, commitment and resilience. Behave in an ethical manner and demonstrate personal qualities of honesty, fairness, and professionalism. Seek to understand and support the strategic direction and purpose in the work area. Seek to demonstrate insight and vision in contributing to solutions. Seek to support the implementation of change and innovation. Demonstrate a capacity to work within diverse multi-stream teams and contribute to their success. Contribute to supporting a positive learning environment which builds staff capability, commitment and institutional strengthening. Demonstrate public service standards of integrity.
- **Communication:** Effective written and oral communication and presentation skills. Communicate with thoughtfulness and political awareness. Be prepared to support internal and external liaison and negotiation by management on complex matters. As needed, be prepared to chair relevant meetings and supervise or undertake the preparation of agendas, minutes, and workshop materials. Contribute to the facilitation of internal and external dialogues, leading to group conclusions which result in positive outcomes. Demonstrate a confident persona and well-developed presentation skills.
- **Policy analysis and development:** Demonstrate knowledge/understanding of policy problems and policy options. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical recommendations. Plan and monitor work tasks for goal achievement. Promote effective and efficient service delivery.
- **Stakeholder relationships:** Demonstrate ability to build and sustain effective collaborative relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote Department of Finance and ensure proactive engagement with all stakeholders.
- **Strategic/Technical:** Demonstrate general knowledge and understanding of economic management, strategic development and planning, corporate, business and workforce planning, and experience of government processes at a parliamentary and cabinet level. Demonstrate general understanding of the range of Acts, laws and policies governing the work of

10. QUALIFICATIONS & ADDITIONAL EXPERIENCE

Essential

- **Qualifications:** A Masters Degree in Human Resources Management, Accounting, Business Administration, Management or Arts majoring in Psychology from a recognized university.
- **Work experience:** 5 - 7 years or a substantial amount of relevant work experience in human resources and management roles.
- **Teamwork:** Able to work well with colleagues and effectively mentor junior staff. Manage the team's response to requests in a timely manner and share relevant information with the Division, the Department and with other stakeholders. Contribute to identifying development needs and building the capacity and capability of the Branch through regular, honest and robust performance reviews and discussions, which are undertaken in accordance with Departmental and Government policies. All performance reviews and related documentation must be updated and accurately reflect the performance and development needs of each team member reporting to this role.
- **Workload and time management:** Contribute to identifying team priorities, and share or allocate specific tasks within team and to ensure competing deadlines are met. Manage own tasks within this environment. Promote effective and efficient service delivery.
- **Strategic and budget planning skills:** Contribute, as required, to identifying divisional and department strategic goals and budget plans, and assist in the preparation of related documentation to support the meeting of these strategic goals and budget plans.
- **Financial management:** Ensure all expenditure, acquittals and other financial and commercial transactions strictly adhere to Departmental and Government-wide policies and/or legislation.
- **Staff supervision:** In conjunction with the First Assistant Secretary, communicate to the team how their work fits into the Department of Finance's broader strategic goals and provide feedback to staff.
- **Legislative knowledge:** In-depth knowledge about the range of Acts, laws and policies governing the work of Department of Finance.
- **Values:** Demonstrate and practice high levels of integrity, honesty, accountability, respect and wisdom and accept responsibility for one's own actions at all times.
- **Zero tolerance of any unethical activity or behaviour:** Must be a positive role model on ethical behaviour for staff and demonstrate personal qualities of honesty, fairness and professionalism.
- **Computing:** Demonstrate substantial proficiency in the use of email and internet, in the application of software such as MS Word and MS Excel to perform complex tasks, and in the creation of presentations using MS PowerPoint.

Desirable

- **Qualifications:** Post-graduate qualification(s) in Human Resource Management, Public Administration or Management and membership of appropriate professional organisation(s), eg PNGHRI
- **Work experience:** Significant previous experience at an equivalent level of employment with similar levels of responsibility.

- **Technical:** A demonstrated knowledge/understanding of a range of human resources issues which should include remuneration and conditions, staff development and training, recruitment and selection, performance management, job mobility and staff welfare. Well-developed presentation and facilitation skills. Understanding of the Alesco – Concept Payroll System. Knowledge of the Hay Job Evaluation method.
- **Societal awareness:** Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.

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 **Assistant Secretary – Professional Development DFCS.030, Gr. 17.** 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:.....

