



## JOB DESCRIPTION

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION  
Form 002  
Date: 24/09/2025

## 1. IDENTIFICATION

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b> FIN0000372	<b>REF. NO:</b> DFCS.034
<b>OFFICE:</b> Level 5, Twin Tower 1	<b>DESIGNATION/CLASSIFICATION:</b> Training Support Officer	<b>GRADE:</b> 12
<b>DIVISION:</b> Corporate Services	<b>LOCAL DESIGNATION:</b> Training Support Officer	
<b>BRANCH:</b> Learning & Development	<b>REPORTING TO:</b> Senior Learning & Development Officer	<b>REF. NO:</b> DFCS.032
<b>SECTION:</b> Learning & Development	<b>LOCATION:</b> WAIGANI, Headquarter	

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
		Created
		Rename, redesignate, renumber

## 2. PURPOSE

To support the Senior Learning & Development Officer and Team Leader – Learning & Development with the implementation and delivery of training and development programs in the Department of Finance.

## 3. DIMENSIONS

The Training Support Officer reports to the Senior Learning & Development Officer.

## 4. PRINCIPAL ACCOUNTABILITIES

- To assist in ensuring that the Department has effective training and development processes in place and that all planned training and development programs are effectively and efficiently implemented.
- To enhancing capabilities of department's particularly in development contexts.

## 5. MAJOR DUTIES

- Liaise with Team Leader and Training Needs Analyst and other colleagues in the branch develop and conduct effective induction and on-job-training programs.
- Conduct comprehensive assessments to identify the Learning and Development needs of staff, ensuring that capacity building efforts are targeted and effective.
- Design and implement capacity building programs and initiatives tailored to the specific needs of the targeted groups, incorporating best practices and innovative approaches.
- Organise and deliver training sessions, workshops and seminars aimed at enhancing skills, knowledge and competencies among participants.
- Forster relationship with stakeholders including government agencies NGOs, bilateral partners, to coordinate capacity building efforts and share resources.
- Identify funding opportunities and support proposal development to secure resources for cap building initiatives, ensuring sustainability and continuity.
- Develop and apply monitoring and evaluation frameworks to assess the impact and effectiveness of capacity-building activities, ensuring that lessons learned inform future programs.
- Identify funding opportunities and support proposal development to secure resources for capacity-building initiatives, ensuring sustainability and continuity.

- Mentorship and Support: Provide ongoing support and mentorship to individuals and organizations, helping them to apply skills and knowledge gained from capacity-building activities in their work.
- Data Management and Reporting: Collect, analyse, and report data related to capacity building efforts, outcomes, and lessons learned, ensuring transparency and accountability.
- Advocate for the importance of capacity building within the organization and among stakeholders, raising awareness about its significance in achieving strategic goals.
- Stay updated on trends, methodologies, and tools in capacity building, incorporating new knowledge and practices to enhance the effectiveness of programs
- Assist with enquiries relating to training and development.
- Participate in HIV and AIDS and gender equity/equality activities that will assist the department to address these issues.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP



#### (a) Internal

- Reports to the Senior Learning & Development Officer and Team Leader – Learning & Development.
- Works alongside Overseas Support Officer, Capacity Needs Analyst and Training Admin Officer.
- Liaise with all Department of Finance staff across all divisions.

#### (b) External

- Liaise with relevant organizations as directed to do so by the Team Leader Learning & Development and Senior Learning & Development Officer, in relations to staff professional development matters.

### 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
- 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.
- 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 IT or other tools relevant to efficiently undertaking their roles and responsibilities.
- All staff needs 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

  
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- **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 goals and purpose in the work area. Seek to demonstrate insight and vision in contributing to solutions. Demonstrate a capacity to work within diverse multi-stream teams and contribute to their success. Contribute to supporting a positive learning environment and demonstrate public service standards of integrity.
- **Communication:** Good quality written and oral communication skills. Communicate with thoughtfulness and respect. Produce drafts of briefs and correspondence for clearance by superiors. Able to organise meetings and workshops, prepare agendas and represent the Branch at internal and external meetings as required. Work towards developing and delivering presentations and building facilitation skills.
- **Policy analysis and development:** Build knowledge/understanding of policy problems and policy options. Provide input into policy/technical documents and contribute to policy/technical recommendations.
- **Stakeholder relationships:** Work towards building and sustaining effective collaborative relationships with a network of key people, internally and externally. Contribute to the provision of clear and effective advice to stakeholders. Represent and promote Finance and ensure proactive engagement with all stakeholders, as required.
- **Strategic/Technical:** Build a general understanding of the range of Acts, laws and policies governing the work of Department of Finance and a more thorough understanding of those specifically relevant to this role. Commence building a general knowledge and understanding of economic management, strategic development and planning, corporate, business and workforce planning, and government processes at a parliamentary and cabinet level.

## 10. QUALIFICATIONS AND ADDITIONAL EXPERIENCE

**Essential**

- **Qualifications:** Degree in Human Resources Management, Business Administration or Arts majoring in Psychology from a recognized learning institution.
- **Work experience:** Prior work experience in a human resources or administrative role.
- **Teamwork:** Able to work well with colleagues, respond to requests in a timely manner and share relevant information with the Division, the Department and with other stakeholders. Contribute to identifying any team development needs and building the capacity and capability of the team.
- **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, as necessary.
- **Financial management:** Ensure all expenditure, acquittals and other financial and commercial transactions strictly adhere to Departmental and Government-wide policies and/or legislation.
- **Legislative knowledge:** Establish knowledge about the range of Acts, laws and policies governing the work of this role and the Department of Finance more broadly.
- **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 proficiency in the use of email and internet, in the application of software such as MS Word and MS Excel to perform tasks, and in the creation of presentations using MS PowerPoint.

**Desirable**

- **Qualifications:** A Bachelor Degree in a related discipline from a recognised university or a learning institution.
- **Work experience:** Previous experience at an equivalent level of employment with similar levels of responsibility.
- **Technical:** A demonstrated knowledge/understanding of a range of human resources functions especially in the staff placement area. Knowledge 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 **Training Support Officer DFCS.034, 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:.....

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

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

