

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO: FIN0000367	REF. NO: DFCS.035
OFFICE: Level 5, Twin Tower 1	DESIGNATION/CLASSIFICATION: Senior Capacity Building Officer – Training	GRADE: 14
DIVISION: Corporate Services	LOCAL DESIGNATION: Senior Capacity Building Officer	
BRANCH: Professional Development	REPORTING TO: Team Leader - Learning & Development	REF NO. DFCS.030
SECTION: Learning & Development	LOCATION: WAIGANI, Headquarter	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
		Created
	10.03.2025	Rename, renumber, redesignate

2. PURPOSE

To assist the Team Leader – Learning & Development in developing, coordinating and delivering training and development programs and activities to ensure all Department of Finance personnel are trained and equipped with the required skills and knowledge to efficiently and effectively perform their duties, provide an efficient public finance management system and deliver on the Department's priorities and objectives.

3. DIMENSIONS

The Capacity Building Officer reports to the Team Leader Learning & Development and supervises two subordinates including:

- Capacity Needs Analyst (2)

4. PRINCIPAL ACCOUNTABILITIES

- Assist the Team Leader – Learning Development in the planning, implementation, monitoring, evaluating and reporting of all training and development programs and activities.
- Provide supervisory support to the Learning & Development Section by overseeing activities of subordinates.
- Liaise with other Learning & Development staff to support the delivery of Branch priorities.

5. MAJOR DUTIES

- Identify current and future organizational and individual training and development needs of staff and the Department.
- Prepare training and development plans for the Department.
- Liaise with managers in developing and implementing employee training and development programs.
- Assist to coordinate and conduct training and development processes, programs and activities for the Department.
- Provide information and advice to managers in relation to processes for staff development.
- Summarise data and assist in developing statistical and other Branch and Section reports in a timely manner.
- Evaluate the effectiveness of all training and development activities undertaken by departmental staff.
- In conjunction with the Organisational Strategy Division, implement and administer job rotation, succession planning and career planning schemes.
- 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 Team Leader – Learning & Development
- Work alongside Senior Learning & Development Officer, Senior Training Admin Officer.
- Supervise two subordinates – Capacity Needs Analyst.
- Liaise with all Department of Finance staff across all divisions.



(b) External

- Liaise with relevant organisations as directed to do so by the Team Leader - Learning & Development, in relation to Professional Development matters.

6.2 WORK ENVIRONMENT

This role is 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

- **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. 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:** Good quality written and oral communication skills. Communicate with thoughtfulness and respect. Able to produce drafts of briefs and correspondence for clearance by superiors and proof read drafts prepared by junior officers. Able to organize meetings and workshops, prepare agendas and represent the Branch at internal & external meetings. Able to develop and deliver presentations and possess some facilitation 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.
- **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:** Seek to acquire general knowledge and understanding of financial 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 Department of Finance and a more thorough understanding of those specifically relevant to this role.

10. QUALIFICATIONS & ADDITIONAL EXPERIENCE

**DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION**

Date: 24, 09, 2021

Essential

- **Qualifications:** A Bachelor Degree in Human Resources Management, Business Administration or Arts majoring in Psychology from a recognized university or a learning institution.
- **Work experience:** 3 years or a substantial amount of relevant work experience in human resources management.
- **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 Manager Learning & Development and Assistant Secretary communicate to the team how their work fits into Department of Finance broader strategic goals and provide feedback to staff.
- **Legislative knowledge:** Good 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 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:** A Bachelor Degree or post-graduate qualifications in Human Resources Management, Business Administration, psychology or any related discipline from a recognized university.
- **Work experience:** A significant amount of relevant work experience in human resources management.
- **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 **Senior Capacity Building Officer DFCS.035, Gr. 14.** 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.

 DEPARTMENT OF FINANCE APPROVED JOB DESCRIPTION
Date: 24/09/2021

Employee Name:..... Date:...../...../.....

Employee Signature:.....(print)

Supervisor Name:..... Date:...../...../.....

Supervisor Signature;..... (print) Supervisor Title:.....

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

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

