

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO: FIN0000365	REF. NO: DFCS.038
OFFICE: Level 5, Twin Tower 1	DESIGNATION/CLASSIFICATION: Team Leader - Training Administration	GRADE: 16
DIVISION: Corporate Services	LOCAL DESIGNATION: Team Leader - Training Administration	
BRANCH: Professional Development	REPORTING TO: Assistant Secretary - Professional Development	REF. NO: DFCS.030
SECTION: Administration	LOCATION: WAIGANI, Headquarter	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
		Created
	10.03.2025	Redesignate & rename, renumber

2. PURPOSE

To provide oversight, direction and support to the Administration Section by coordinating all training and administrative development activities to ensure that Professional Development programs are delivered efficiently and effectively.

3. DIMENSIONS

The Team Leader - Training Administration reports to the Assistant Secretary and supervises the Senior Training Admin Officer in the section.

4. PRINCIPAL ACCOUNTABILITIES

Manage the Administration Section and ensure that the Section provides an efficient and effective training administration for the Branch. The Team Leader is required to ensure that all training systems and processes are functioning well for the purpose of accurate budgeting, monitoring, evaluating, and reporting of training and development programs and activities for the Department. These include:

- Effective management and planning of resources including staff;
- Development, implementation and continuous improvement of training policies, system and practices;
- Ensuring all training and development expenditure are within budget and are accurately recorded;
- Ensuring all accounting and budget practices are complied with and meet internal audit and regulatory requirements; and
- Ensuring organizational development projects are appropriately supported.

5. MAJOR DUTIES

- Prepare work schedules for staff, review output, lead and coordinate the Branch administration processes.
- Prepare and schedule all Training Committee Meetings and ensuring all Training Committee Deliberations are properly documented and recorded.
- Manage and delegate operational priorities of the Administration Section.
- Communicate with the Manager Learning & Development and other section and branch managers to ensure the best use of administrative resources within training services.
- Develop training strategies, implement and maintain a comprehensive training data base.
- Oversee the process of maintaining and updating materials for training and development programs and activities.
- Oversee the forward planning, scheduling and budgeting of training programs in collaboration with the Managers Training.
- Coordinate review, task analysis and development of Training and Development programs.
- Design and conduct training for staff when appropriate.
- Design and evaluate the effectiveness of all training and development activities undertaken by departmental staff.
- In conjunction with the Manager Learning & Development design evaluation processes and manage collection, analysis and reporting of data on all training and development programs and activities.
- Provide prompt information on purchase orders for all outsourced training activities.
- 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 Assistant Secretary – Professional Development Branch.
- Work alongside the Team Leader - Learning & Development.
- Supervises the Senior 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 Assistant Secretary, in relations Workforce Training and staff professional development matters.

6.2 WORK ENVIRONMENT

This is 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 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 Department of Finance and a more thorough understanding of those specifically relevant to this role.

10. QUALIFICATIONS & ADDITIONAL EXPERIENCE

Essential

- **Qualifications:** A Bachelor Degree in Human Resources Management, Business Administration, Management or Arts majoring in Psychology from a recognized university.
- **Work experience:** 10 years or a substantial amount of relevant work experience in human resources and 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 Assistant Secretary, communicate to the team how their work fits into the Department of Finance 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 organization(s).
- **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 **Team Leader – Training Admin DFCS.030, Gr. 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:.....

