

JOB DESCRIPTION

1. IDENTIFICATION

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|--|---|-----------------------------|
| AGENCY: Department of Finance | SYS. POSN. NO: FIN0000368 | REF. NO: DFCS.040 |
| OFFICE: Level 5, Twin Tower 1 | DESIGNATION/CLASSIFICATION: Training Administration Officer | GRADE: 12 |
| DIVISION: Corporate Services | LOCAL DESIGNATION: Training Administration Officer - Professional Development | |
| BRANCH: Professional Development | REPORTING TO: Senior Training Admin Officer | REF. NO: DFCS.039 |
| SECTION: Administration | LOCATION: WAIGANI, Headquarter | |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|-----------|-------------------|-----------------------------|
| | | Created |
| | 10.03.2025 | Rename/Redesignate/renumber |

2. PURPOSE

To support Senior Training Admin Officer with provision of administrative support activities to the Professional Development Branch so as to ensure the effective delivery of training and development programs and activities in the Department.

3. DIMENSIONS

The Training Admin Officer - Administration reports to the Senior Training Admin Officer – Professional Development.

4. PRINCIPAL ACCOUNTABILITIES

To assist in ensuring an efficient and effective functioning training administrative support system.

5. MAJOR DUTIES

- Assist to prepare of work schedules for staff to coordinate the delivery of work and operational priorities of the Administration Section.
- Assist prepare and schedule Training Committee Meeting deliberations are properly documented and recorded.
- Assist to review of staff output and lead and coordinate training administration processes.
- Assist to set up the development of training strategies and implement and maintain a comprehensive training data base.
- Assist to monitor and ensure the compliance with administration systems and procedures for all the training and development programs and activities.
- Assist to review all training and development requests by staff and training officers to ensure alignment with the Department's strategic goals.

- Assist to prepare training plans, training schedules, development programs and annual training budgets.
- Provide ongoing reporting and analysis of training activities and costings.
- Assist to monitor and report on the expenditure of training and development programs and activities.
- Assist with enquiries relating to training and cost.
- Maintain accurate training records that are comprehensive and up to date.
- Provide prompt reporting on all outsourced or externally provided training and development programs.
- 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 Senior Training Admin Officer.
- Works alongside Capacity Needs Analyst, Overseas Support Officer and Training Support Officer.
- Liaise with all Department of Finance staff across all divisions.

(b) External

- Liaise with relevant organisations as directed to do so by the Assistant Secretary, in relation to Workforce Training and staff professional development matters.

6.2 WORK ENVIRONMENT

This role 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 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



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 Administration 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 or a learning institution.
- **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 **Training Admin Officer - DFCS.040, 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:...../...../.....

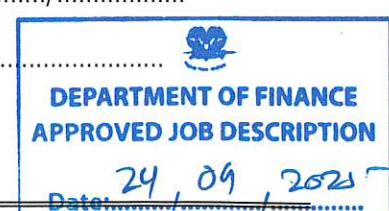
Employee Signature:.....(print)

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

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

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

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





DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24, 05, 2020