



DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24.09.2025

PAPUA NEW GUINEA PUBLIC SERVICE

**JOB DESCRIPTION**

	<b>SEQ. NO:</b>	<b>REF. NO</b> DFCS.041
<b>DEPARTMENT:</b> Finance	<b>DESIGNATION/CLASSIFICATION</b> Assistant Secretary – Financial Management Training	<b>GRADE:</b> 17
<b>OFFICE/AGENCY:</b> Level 5, Twin Tower 1	<b>LOCAL DESIGNATION</b> Assistant Secretary – Financial Management Training	
<b>DIVISION:</b> Corporate Services	<b>HIGHEST SUBORDINATE</b> Unit Team Leaders & Regional Team Leaders	<b>REF. NO.</b> DFCS.044, DFCS.047, DFCS.050, DFCS.053, DFCS.056, DFCS.059, DFCS.062, DFCS.065
<b>BRANCH:</b> Financial Management Training	<b>IMMEDIATE SUPERVISOR</b> First Assistant Secretary - Corporate Services Division	<b>REF. NO.</b> DFCS.001
<b>SECTION:</b>	<b>LOCATION:</b> WAIGANI, Headquarter	

**HISTORY OF POSITION**

<b>File no.</b>	<b>Date of variation</b>	<b>Details</b>
	10 <sup>th</sup> March, 2025	No change

**Purpose and Accountabilities of the position**

- Assistant Secretary – Financial Training Branch will supervise eight (8) Team Leaders that is, four Regional Team Leaders and four Unit Team Leaders.
- To lead the learning development initiatives of the branch.
- Assessing the training needs of the employees, designing and implementing curriculum to address those needs, and evaluating the effectiveness of training programs.
- To manage and coordinate the provision of financial management training and IFMS trainings to all levels of government, and to represent the Financial Management Training Branch on key committees and forums both internally and externally
- Responsible and accountable for the effective operation of the Financial Management Training Branch, development and effectiveness of FMTB staff, and the monitoring and evaluation of FMTB/IFMS activities.
- Overseeing the development, implementation, and evaluation of online training programs

**PERSON AND POSITION SPECIFICATIONS**

**Qualifications:**

- Post Graduate Degree or Bachelor's degree in Human Resources, Education, Business Administration, or related field.
- Must have at least five (5) to seven (7) years' experience at senior level in Government Accounting Procedures and Systems and at least three (3) years in managerial field.
- Degree in Accounting, Commerce, HREM or significant demonstrable experience in finance or government accounting systems or a combination of qualifications and experience. Certificate in Instructional Techniques or Certificate IV in Training and Assessment or equivalent.
- Experience with e-learning platforms and software
- Strong background on instructional design, excellent communication skills, and a passion for employee development
- Strong background in instructional design for digital platforms, proficiency with e-learning technologies, and a passion for leveraging technology to enhance learning experiences
- Proven experience as a training manager or similar role
- Certification such as Certified Professional in Learning and Performance (CPLP) is a Plus

**Knowledge:**

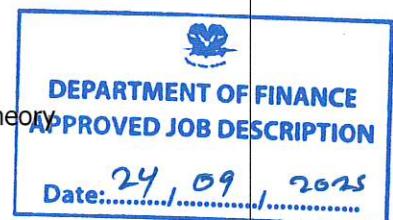
- Technical Vocational Education and Training
- Quality Assurance of a Registered Training Organisation (RTO) to meet compliance National Training Council (NTC)
- Training and development principles and practices
- Knowledge of the Public Finances (Management) Act and related procedures and systems
- Knowledge of the Public Service Management Act and the General Order
- Government and Accounting Principles
- Organic Law on Provincial and Local Level Government
- Computer Applications
- Experience with e-learning platforms and software
- Solid understanding of instructional design principles and adult learning theory

**Skills:**

- Management and Leadership skills
- Training and development principles and practices
- Interpersonal Skills
- Good communication
- Supervisory skills.
- Excellent communication and presentation skills
- Strong project management skills with the ability to work effectively with cross-functional teams

**Abilities:**

- Supervisory abilities.
- Ability to manage multiple tasks, prioritise and meet deadlines.
- Ability to be highly organised and to respond to pressure
- Ability to provide effective advice to management and client service
- Strong organizational and time-management abilities
- Creative problem-solving abilities and a passion for continuous learning and improvement



**Principal Liaisons**

**Internal:** FTB Management Team, Unit Team Leaders, Regional Training Team Leaders, Senior Trainers and Administration

**External:** Stakeholders, National Departments, Provincial & Districts and LLGs, Donor Agencies

## Key Areas of Responsibility

### **Key Result Area (1): Leadership & management of Finance Training Branch. Corporate Plan, Management Plan, Training Plan & Branch Work plans are referred to and implemented to ensure the required outcomes are achieved.**

*Performance standard: This will have been satisfactorily achieved when:*

- Leadership example is provided through high standards of professional behaviour and strong work ethics at all times.
- The FMTB Corporate plan, Management plan, Training plan and Branch Work plans are referred to and implemented to ensure the required outcomes are achieved.
- Monitoring of performance standards is undertaken consistently with appropriate action being implemented to improve areas of weakness or non-performance.
- Manage relationships with external vendors and contractors for content development and technology solutions
- Collaborate with IT and HR teams to ensure seamless integration of e-learning solutions with existing systems and processes.

### **Key Result Area (2): Represents FTB with key stakeholders, FMCDOC, and other agencies, and donors.**

*Performance standard: This will have been satisfactorily achieved when:*

- FTB works effectively with key stakeholders such as; (PCaB, PPII, NEFC), and internal stakeholders; PDFMD, Accounting Framework, and Provincial & District and LLGs) and Donor agencies (AUSAID) to progress the Competency Based Training in Financial Management Training.
- Key issues are reported to the executive training committee known as Financial Management Capacity Development Operation Committee (FMCDOC).
- Stay updated with industry trends and best practices in e-learning and instructional design

### **Key Result Area (3): FTB have the qualified staff resources needed to operate effectively and in compliance with Competency Based Financial Management Training.**

*Performance standard: this will have been satisfactorily achieved when:*

- Constant liaison with National Departments, Provincial & District Treasuries & LLGs on the requirement of their Training Needs in Financial Management Training and develop training programs according to their needs.
- Staff Development is undertaken on a regular basis through monthly staff meetings & other professional development activities in accordance with staff development and training plan.
- Provide technical support and training to instructors and learners on the use of e-learning platforms and tools

**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 role of **Assistant Secretary - Financial Management Training Branch, Grade 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:.....

Assistant Secretary – FTB



Employee Signature:..... (Print)

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

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

Department Head Name:..... Date:.....

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

