



**DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

Date: 24, 09, 2025

**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

|  | <b>SEQ. NO:</b>   | <b>POS. NO</b><br>DFCS.044  |
|--|---|-----------------------------|
| <b>DEPARTMENT:</b><br>Finance                          | <b>DESIGNATION/CLASSIFICATION</b><br>Team Leaders Operations and Administration                     | <b>Grade</b><br>16          |
| <b>OFFICE/AGENCY:</b><br>Level 5, Twin Tower 1         | <b>LOCAL DESIGNATION</b><br>Team Leaders Operations and Administration                              |                             |
| <b>DIVISION:</b><br>Corporate Services                 | <b>HIGHEST SUBORDINATE</b><br>Senior Course Administrator   | <b>POS. NO.</b><br>DFCS.045 |
| <b>BRANCH:</b><br>Financial Management<br>Training     | <b>IMMEDIATE SUPERVISOR</b><br>Assistant Secretary – Financial Management<br>Training Branch (FMTB) | <b>POS. NO.</b><br>DFCS.041 |
| <b>SECTION:</b><br>Operations & Administration<br>Unit | <b>LOCATION</b><br>Twin Tower 1, WAIGANI  |                             |

| <b>HISTORY OF POSITION</b> |                             |                           |
|----------------------------|-----------------------------|---------------------------|
| <i>File no.</i>            | <i>Date of variation</i>    | <i>Details</i>            |
| 5-1-13                     | 10 <sup>th</sup> MARCH 2025 | REDESIGN/RECLASS/RENUMBER |
|                            |                             |                           |

| <b>Purpose and Accountabilities of the position</b>  |
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| <ul style="list-style-type: none"> <li>Oversee the operational aspects of the e-learning programs, and responsible ensuring efficient workflows, managing resources, and optimizing processes to support the delivery of high-quality online training initiatives</li> <li>To oversee the operation of Administration unit</li> <li>To coordinate and maintain the effectiveness administration and logistics of all accredited financial management training courses, at three levels of Governments</li> <li>Responsible and accountable for the roll out of Competency Based Training program in financial services industry training Packages in line with Public Services Training Packages for GoPNG.</li> <li>Responsible for printing of course materials and logistic co-ordination of all FTB activities.</li> <li>Responsible and accountable for facilitating the improvement of skills through the development and maintenance of quality assurance systems and processes relating to training programs for Government officers in Financial Management, Integrated Financial Management System, Planning, Budgeting, Financial Statements, Office procedures and other management courses at the National, Provincial, District and Local Level Governments.</li> <li>To liaise with key stakeholders in development and review of training materials</li> <li>Carry out administration tasks as required to support the delivery of training</li> </ul> |

## PERSON AND POSITION SPECIFICATIONS

### Qualifications:

- A Bachelor degree in Accounting is desirable
- Proven experience in operations management, preferably in an e-learning, educational, or technology-driven environment.
- Project management
- Possess 'Certificate IV Training and Assessment' or equivalent qualification as required by the National Training Council for registration at the class of instructor/assessor or higher
- Registered Trainer with National Training Council
- Possess relevant financial competencies at least to the level being delivered or assessed

### Knowledge:

- In-depth knowledge of all relevant GoPNG legislation, (but not limited to) the Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government
- Sound knowledge of good finance management practices
- Comprehensive knowledge of GoPNG accounting systems/processes
- Understanding of competency based training, vocational education, and adult learning

### Skills:

- Supervision, management and leadership skills
- At least 7years GoPNG Public Sector experience in a finance function
- Strong project management skills with the ability to prioritize tasks, manage resources, and meet deadlines.
- Well-developed analytical skills to support problem solving, report writing and other issues requiring analysis and response
- High level communication and interpersonal skills, particularly in facilitating adult learning.
- Effective communication and interpersonal skills, with the ability to collaborate across departments and influence stakeholders
- Organizational Skills
- Administrative writing and reporting skills

### Abilities:

- Ability to manage multiple tasks, prioritise and meet deadlines
- Ability to create a motivational and engaging adult learning environment in Technical Vocational Education Training.
- Ability to provide effective finance training
- Ability to work as part of a team
- Excellent analytical and problem-solving abilities, with a data-driven approach to decision making
- Leadership skills with the ability to motivate and develop teams.



### Principal Liaisons

**Internal:** FMTB Regional Training Team Leaders and Management, FMTB Trainers.

**External:** Training course participants from all levels of government and relevant stakeholders in finance and training

## Key Areas of Responsibility

### **Key Result Area (1): Oversee the Operation and Administration of e-learning programs and ensuring efficient workflows, managing resources, and optimizing processes to support the delivery of high-quality online training initiatives**

*Performance standard: This will have been satisfactorily achieved based on:*

- Develop and manage the annual training plan and quarterly training schedules based on established training requirements including formulation of the annual training budget for submission and approval
- Coordinate and oversee the operation of training administration units.
- Administer the three source funding for the Financial Management training
- Participation in the FMTB trainer quality assurance procedures and commitment to continuous improvement
- Develop and implement operational strategies to streamline e-learning program workflows and enhance efficiency.
- Manage day-to-day administrative tasks related to course scheduling, resource allocation, and budget oversight.
- Supervise a team of administrators and support staff, providing leadership, guidance, and professional development opportunities.
- Foster a culture of continuous improvement and innovation within the operations and administrative team

### **Key Result Area (2): Compliance with FMTB reporting requirements.**

*Performance standard: This will have been satisfactorily achieved based on:*

- Compilation of course reports and attending to the recommendation from the training reports.
- All travel advances are fully-acquitted within 5 working days of return from travel
- Post training Trainer Reports are submitted within 10 working days return from travel
- Complies with FTB requirements for the proper use and control of all equipment
- Weekly report submitted to supervisor.

### **Key Result Area (3): Manage and Coordinates the Scheduling of the training plans within the FMS training & e-learning**

*Performance standard: This will have been satisfactorily achieved based on:*

- Completion of course updates, course development or content checks as assigned
- Develops and implements policies and procedures to improve operations and functions of the branch.
- Monitors and procures needed supplies for office and reception
- Delivery of non-competency based training as required in training schedule as required by other stakeholders
- Liaise with suppliers of goods and services to ensure value for money procurement in accordance with policy and legal requirements and organise contracts for services provides where required.
- Liaise with Regional Training Managers to ensure relevant Sub-National levels, training needs are adequately catered for through the FMTB training
- Manages the trainer's acquittal upon return from travel



#### **Key Result Area (4): Professional Conduct and Development**

*Performance standard: This will have been satisfactorily achieved based on:*

- Professional development is undertaken when scheduled and all assessment tasks are completed
- A commitment to continuous development of training/finance skills and knowledge beyond the minimum required by the National Training Council
- The performance of the trainer must be of the highest professional and personal standard at all times in accordance with the Public Service code of conduct
- All assets and budget of the FMTB are used and maintained appropriately to ensure efficient and economical functioning of the branch
- Matters affecting the performance and outcomes of the FMTB are brought to the attention of the AS in a timely and appropriate manner

**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 **Team Leader - Operations & Administration, Grade 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:.....

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

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

