



DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24.09.2025

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

| SEQ. NO: | POS. NO |
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| DEPARTMENT: Finance | DESIGNATION/CLASSIFICATION Senior Course Administrator |
| OFFICE/AGENCY: Level 5, Twin Tower 1 | LOCAL DESIGNATION Senior Course Administrator |
| DIVISION: Corporate Services | HIGHEST SUBORDINATE Course Administrator |
| BRANCH: Financial Management Training | IMMEDIATE SUPERVISOR Team Leader - Operations & Administration |
| SECTION: Operations & Administration Unit | LOCATION Twin Tower 1, WAIGANI |
| | POS. NO. DFCS.045 |
| | GRADE 14 |
| | POS. NO. DFCS.043 |
| | POS. NO. DFCS.044 |

HISTORY OF POSITION

| File no. | Date of variation | Details |
|----------|-------------------|---|
| | | Position created through reclassification of FMTB |

Purpose and Accountabilities of the position

- Assist the Team Leader Operations & Administration in the aspects of e-learning courses, and coordinating course logistics, supporting learners, and ensuring the smooth delivery of online training programs.
- Assist in the timely nomination and confirmation of FMTB course participants with National Departments, Provincial Treasuries and Provincial Administrations.
- Ensure timely bookings and payments of FMTB Trainer's travel, per diems and accommodation, training venues and catering.
- Ensure the timely and economic ordering, delivery and control over FMTB stationary and training supplies.
- Maintain up-to-date financial control registers (accounts commitments, travel advance/acquittals, quotations).
- Ensure an up-to-date filing system of all FMTB administration documents.
- Arrange for the printing and organisation of the necessary course training materials and supplies.
- Other administrative duties as directed by the Team Leader Administration & Operations.

PERSON AND POSITION SPECIFICATIONS

Qualifications:

- Must have at least five years' experience in Government or the private sector in administration and accounts processing roles.
- Bachelor's degree in Education, Business Administration, or related field (Master's degree preferred).
- Proven experience in course administration, preferably in an e-learning or educational setting.
- Familiarity with learning management systems (LMS) and online course delivery platforms

- Customer-focused approach with commitment to delivering high-quality service to learners

Knowledge:

- Knowledge of the Public Finances (Management) Act and General Orders is an advantage.
- Knowledge of the fundamentals of good practice office administration and supervision.
- Familiarity with learning management systems (LMS) and online course delivery platforms
- Customer-focus approach with a commitment to delivering high-quality service to learners.

Skills:

- Skills in making travel arrangements, processing accounts, monitoring and reconciling expenditure and maintaining filing systems.
- Excellent organizational and communication skills, with the ability to manage multiple tasks and prioritize effectively.

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 attention to detailed and problem-solving abilities



Principal Liaisons

Internal: FMTB Trainers, Regional Training Managers and Management, Finance Department Accounts, Budget and Human Resources officers.

External: Airlines, hotels, suppliers, Training course participants for the 3 tiers of Government, and National Department's Human Resource officers.

Key Areas of Responsibility

Key Result Area (1): Manage the operational aspects of the e-learning courses

Performance standard: This will have been satisfactorily achieved when:

- Coordinate the scheduling and logistics of e-learning courses, including course setup, registration, and enrolment management.
- Serve as the primary point of contact for learners regarding course inquiries, technical support and administrative issues.
- Monitor course progress and participant engagement through learning environment system (LMS) analytics and reporting tools
- Assist instructors and trainers with course materials preparation, distribution, and online session facilitation.
- Maintain proper accounting records for assets within FMTB

Key Result Area (2): Coordinating course logistics, supporting learners, and smooth delivery of online training programs

Performance standard: This will have been satisfactorily achieved when:

- Manage course evaluations and feedback collection processes to assess course effectiveness and learner satisfaction.
- Maintain accurate records and documentation related to course enrolment, attendance, and completion.
- Collaborate with instructional designers and content developers to ensure course content is updated and accessible.

Key Result Area (3): Development and maintenance of effective FMTB Administration documentation

Performance standard: This will have been satisfactorily achieved when:

- Maintenance of daily staff attendance register and monthly reporting to FAO.
- All documentation of FMTB staff matters are maintained on central file with originals sent to Human Resources Branch.
- Make sure the learning structure fits learners' needs, set up modules and ensure everything is organized logically and engagingly, and the layout is user-friendly.

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 have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Senior Course Administrator, Grade 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.

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

Employee Signature:.....(print)

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

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

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

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

