



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

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

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
		Position created through reclassification of FMTB

Purpose and Accountabilities of the position
<ul style="list-style-type: none"><li>Assist the Team Leader Operations &amp; Administration in the aspects of e-learning courses, and coordinating course logistics, supporting learners, and ensuring the smooth delivery of online training programs.</li><li>Assist in the timely nomination and confirmation of FMTB course participants with National Departments, Provincial Treasuries and Provincial Administrations.</li><li>Ensure timely bookings and payments of FMTB Trainer's travel, per diems and accommodation, training venues and catering.</li><li>Ensure the timely and economic ordering, delivery and control over FMTB stationary and training supplies.</li><li>Maintain up-to-date financial control registers (accounts commitments, travel advance/acquittals, quotations).</li><li>Ensure an up-to-date filing system of all FMTB administration documents.</li><li>Arrange for the printing and organisation of the necessary course training materials and supplies.</li><li>Other administrative duties as directed by the Team Leader Administration &amp; Operations.</li></ul>
PERSON AND POSITION SPECIFICATIONS
<b>Qualifications:</b> <ul style="list-style-type: none"><li>Must have at least five years' experience in Government or the private sector in administration and accounts processing roles.</li><li>Bachelor's degree in Education, Business Administration, or related field (Master's degree preferred).</li><li>Proven experience in course administration, preferably in an e-learning or educational setting.</li><li>Familiarity with learning management systems (LMS) and online course delivery platforms</li></ul>

Senior Course Administrator - FTB

- 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



**DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION**

Date: 24 / 09 / 2025

#### **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:.....

