



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

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| | SEQ. NO: | POS. NO DFCS.046 |
| DEPARTMENT: Finance | DESIGNATION/CLASSIFICATION Course Administrator | GRADE 12 |
| OFFICE/AGENCY: Level 5, Twin Tower 1 | LOCAL DESIGNATION Course Administrator | |
| DIVISION: Corporate Services | HIGHEST SUBORDINATE Nil | POS. NO. |
| BRANCH: Financial Management Training | IMMEDIATE SUPERVISOR Senior Course Administrator | POS. NO. DFCS.045 |
| SECTION: Operations & Administration Unit | LOCATION Twin Tower 1, WAIGANI | |

| HISTORY OF POSITION | | |
|---------------------|-----------------------------|---------------------------------|
| <i>File no.</i> | <i>Date of variation</i> | <i>Details</i> |
| | 10 th March 2025 | Position created through re-org |

| Purpose and Accountabilities of the position |
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| <ul style="list-style-type: none">• Manage the operational 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 Manager Administration & Operations. |
| PERSON AND POSITION SPECIFICATIONS |
| Qualifications: <ul style="list-style-type: none">• Must have at least four 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:

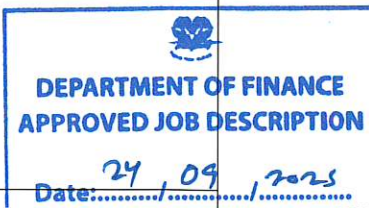
- Knowledge of the Public Finances (Management) Act and General Orders is an advantage.
- Knowledge of the fundamentals of good practice office administration and supervision.
- Familiarity with learning management systems (LMS) and online course delivery platforms
- Customer-focus approach with a commitment 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 Team Leaders 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 **Course Administrator, Grade 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:.....

