



# PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO</b> DFCS.048
<b>DEPARTMENT:</b> Finance	<b>DESIGNATION/CLASSIFICATION</b> Senior Compliance Audit	<b>Grade</b> 14
<b>OFFICE/AGENCY:</b> Level 5, Twin Tower 1	<b>LOCAL DESIGNATION</b> Senior Compliance Audit	
<b>DIVISION:</b> Corporate Services	<b>HIGHEST SUBORDINATE</b> Database Operator	<b>POS. NO.</b> DFCS.049
<b>BRANCH:</b> Financial Management Training	<b>IMMEDIATE SUPERVISOR</b> Team Leader - Training & Quality Assurance	<b>POS. NO.</b> DFCS.047
<b>SECTION:</b> Training & Quality Assurance	<b>LOCATION</b> Twin Tower 1, WAIGANI	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
5-1-13		REDESIGN/RECLASS/RENO

Purpose and Accountabilities of the position
<ul style="list-style-type: none"> <li>Ensuring FMTB is in compliance with the organizational standards and NTC standards which is incorporated into learning strategies of FMT and IFMS</li> <li>Responsibility for compliance training within FMT and IFMS</li> <li>Instruct and assess competency based financial management training for all levels of Government.</li> <li>Deliver other finance training as required.</li> <li>Incorporate adult learning principles into classroom presentation and student interactions.</li> <li>As required, assist in the development of compliance and standard procedures.</li> <li>Carry out administration tasks as required to support the delivery of training.</li> </ul>
PERSON AND POSITION SPECIFICATIONS
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Minimum of 5 years of learning and development related experience, including experience in instructional design and adult learning theory, within the financial services industry and corporate training setting</li> <li>3-5 years of ethics and compliance program management experience preferred</li> <li>Develops and implement standardized processes for conducting compliance audits each training development by FMTB/IFMS</li> <li>Possess the units of competency from the 'Certificate IV in Training and Assessment' or equivalent as required by the National Training Council for registration at the class of instructor/assessor or higher.</li> </ul>

- Posses relevant financial competencies at least to the level being delivered or assessed.

#### **Knowledge:**

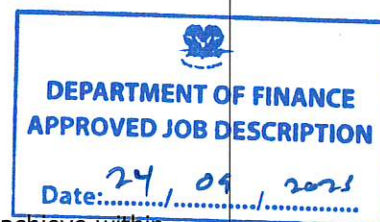
- In-depth knowledge of all relevant GoPNG legislation, (but not limited to) the Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government
- Sound knowledge of good finance management practices
- Comprehensive knowledge of GoPNG accounting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

- At least 3 years GoPNG Public Sector experience in a finance function
- PDAS user skills, or skills in equivalent financial management IT systems, is highly desirable
- 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
- Intermediate to advance skills in Microsoft Office Word and PowerPoint
- Strong writing skills to design organization communication messages, training instructions and other related content as needed.

#### **Abilities:**

- Ability to manage multiple tasks, prioritise and meet deadlines
- Ability to create a motivational and engage adult learning environment
- Ability to provide effective finance training
- Ability to work as part of a team
- Ability to be proactive, operate independently to get work done and goals achieve within aggressive timeframes
- Ability to translate highly technical concepts into easy to understand statements and ideas
- Collaborate with the hierarchy, team leaders in training and other training facilities in IFMS.
- Prioritizing and managing time, follow through with assignments, multiple tasks and varying priorities in order to meet deadlines and accomplish goals
- Ability to work with large sets of data in order to provide senior and executive management reporting on Compliance Training deployment and completion status.



#### **Principal Liaisons**

**Internal:** FMTB Team Leader Training & Quality Assurance, Regional Training Team Leaders and FMTB Support staff and IFMS

**External:** Training participants from all levels of government and relevant stakeholders in financial management training and IFMS.

#### **Key Areas of Responsibility**

**Key Result Area (1): The instruction and assessment of competency based financial management training in accordance with the FMTB training schedule, course material requirements and FMTB Quality Standards.**

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

- The course instruction phase is delivered incorporating adult learning principles and is focused on developing participants' knowledge, skills and attitude.
- The assessment phase is completed assessing students workplace performance in accordance with the performance indicators outlined in the unit of competency.



- Participation in the FMTB trainer quality assurance procedures and commitment to continuous improvement
- Learn and follow new and existing processes and compliance regulations
- Develop training content, through consultation with SMEs and other colleagues, on related policies and procedures, for the Ethics & compliance program and related key risk areas.

**Key Result Area (2): Compliance with FMTB training standards and reporting.**

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

- All travel advances are fully-acquitted within 5 working days of return from travel
- Post training Trainer Reports are submitted within 10 working days of return from travel
- Complies with NTC standards in meeting their requirements as an RTO
- FMTB requirements for the proper use and control of all equipment
- Set the programmatic vision for corporate risk and compliance training and define the strategy for regulatory affairs as it relates to training
- Weekly reports are submitted to Assistant Secretary

**Key Result Area (3): Conduct compliance audit in training and meeting the organizational standards and NTC**

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

- Conducting annual compliance audit on the operational of FMTB
- Provide and response to NTC conducting annual audit on FMTB training and IFMS
- Leads the efforts to maintain perpetual compliance with required standards of the department and training environment and set standards for continual review
- Develop relevant and engage learning materials in English and user friendly manuals incorporating adult learning principles
- Supervision and mentoring of inexperienced trainers as assigned
- Delivery of non-competency based training as required in training schedule

**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 Assistant Secretary 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 ..... have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Senior Compliance Audit, Gr. 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:.....

