



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:	POS. NO DFCS.049
DEPARTMENT: Finance	DESIGNATION/CLASSIFICATION Database Operator	Grade 12
OFFICE/AGENCY: Level 5, Twin Tower 1	LOCAL DESIGNATION Database Operator	
DIVISION: Corporate Services	HIGHEST SUBORDINATE NIL	POS. NO.
BRANCH: Financial Management Training	IMMEDIATE SUPERVISOR Senior Compliance Audit	POS. NO. DFCS.048
SECTION: Quality Assurance Unit	LOCATION Twin Tower 1, WAIGANI	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>

Purpose and Accountabilities of the position
<ul style="list-style-type: none"> • Maintaining, securing, and operating databases and also ensures that data is correctly stored and retrieved. • Manage and organize digital and physical filing systems, ensuring the protection and confidentiality of sensitive customer information. • Respond efficiently to retrieving data from database or electronic filing systems. • Collect and collate training reports and other data from trainers and course administrators and enter data into the training database. • Provide standard and non-standard reports relating to financial management training as required. • Undertake routine maintenance of the database, including regular backups, upgrades and basic trouble-shooting. • Assist with the coordination of the Financial Management Capacity Development Operation Committee meetings. • Assist with training administration on an as-required basis.
PERSON AND POSITION SPECIFICATIONS
Qualifications: <ul style="list-style-type: none"> • Must have at least three years' experience in Government or the private sector in administration and accounts processing roles. • Possess a Bachelor degree in Database Administration or equivalent field in any recognized universities. • Familiarity with data entry systems, databases, and relevant software applications. • Strong understanding of data confidentiality principles, ensuring sensitive information is handled securely. • Comfortable working independently with minimum supervision.

- Excellent attention to detail

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.

Skills:

- Skills in making travel arrangements, processing accounts, monitoring and reconciling expenditure and maintaining filing systems.
- Strong written and verbal communication skills and interpersonal skills.

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
- Ability to analyse and verify data for accuracy, identifying and resolving discrepancies effectively.



Principal Liaisons

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

External: Various suppliers, Training participants, National & Sub-National Levels & Department's Human Resource officers.

Key Areas of Responsibility

Key Result Area (1): Manage and organize digital and physical filing systems, ensuring the protection and confidentiality of sensitive customer information.

Performance standard: This will have been satisfactorily achieved when:

- Prepare, compile, and sort documents for data entry
- Verify and log data input by ensuring its accuracy and completeness.
- Transfer information from paper to digital formats using a range of transcription tools
- Training reports are collected, details are confirmed with trainers and are processed on a timely basis, in accordance with the direction of the Manager Training and Quality Assurance.
- Process and submit reports (statistics) for the management deliberation and decision making.

Key Result Area (2): Perform regular data backups to prevent data loss

Performance standard: This will have been satisfactorily achieved when:

- Verify data integrity by cross-referencing original source documents and correcting discrepancies
- Perform regular data backups to prevent data loss
- Training database register is maintained up-to-date and any problems timely reported to the Manager Training and Quality Assurance.
- Print certificates for participants, make copies for files, originals are enveloped and posted.

Key Result Area (3): Respond efficiently to retrieving data from the databases or electronic filing system.

Performance standard: This will have been satisfactorily achieved when:

- Maintain a satisfactory level of quality and productivity per department standards
- Perform high-volume data entry using word processing, spreadsheets, databases, and other computer software.
- Respond efficiently to retrieving data from the database when required
- Complete additional assigned tasks as required.

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 **Database Operator, 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:.....

