



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:	POS. NO DFCS.052
DEPARTMENT: Finance	DESIGNATION/CLASSIFICATION Instructional Design Officer	Grade 12
OFFICE/AGENCY: Level 5, Twin Tower 1	LOCAL DESIGNATION	
DIVISION: Corporate Services	HIGHEST SUBORDINATE	POS. NO.
BRANCH: Financial Management Training	IMMEDIATE SUPERVISOR Senior Instructional Designer	POS. NO. DFCS.051
SECTION: Instructional Design 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	No change

Purpose and Accountabilities of the position
<ul style="list-style-type: none">The Instructional design officer will be responsible for implementing the instructional design process, ensuring the quality and alignment of course materials with learning objectives and industry standards.Provide technical (accounting & budgeting) knowledge & support to facilitate IFMS training in the roll-out of the system and refresher training.Provide Technical support and advice on all aspects of IFMS training and online learning on FMS training whilst providing a regular communication channel to the business users of IFMS/FMT.
PERSON AND POSITION SPECIFICATIONS
Qualifications: <ul style="list-style-type: none">Bachelor's degree in Instructional Design, Educational Technology, or related field (Master's degree preferred).Proven experience in instructional design and development, with a focus on e-learning or digital learning environment.Bachelor degree or Postgraduate qualifications in Accounting, Business, Information Technology or a related discipline from a recognized university.Exposure to government accounting systems & operations at the National and Provincial Level.Relevant experience in leading a team in similar role with similar responsibilities

- Excellent project management skills with the ability to manage multiple projects and deadlines
- Creative problem-solving management skills and a passion for innovative in learning design.
- Effective communication and collaboration skills, with the ability to work cross-functionally and influence stakeholders.

Knowledge:

- In-depth knowledge of all relevant GoPNG legislation, 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
- Significant exposure with sound knowledge and understanding of all areas of government accounting and Information Technology
- Comprehensive knowledge of the PNG Public Service systems and procedures

Skills:

- Supervision, management and leadership skills
- At least 2-3 years GoPNG Public Sector experience in a finance function
- High level of professional communication and interpretation skills
- Effective listening, presentation and persuasion skills at all levels.
- Team player with good analytical skills and proven to manage multiple tasks, priorities and meet tight deadlines.
- Keen learner with the ability to impart knowledge and skills to others.
- 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



Abilities:

- Ability to manage multiple tasks, prioritise and meet deadlines
- Ability to create a motivational and engaging adult learning environment in Technical Vocational Education Training.
- Ability to provide effective finance training
- Ability to work as part of a team
- High level of professional communication and interpersonal skills
- Effective listening, presentation and persuasion skills at all levels
- Team player with good analytical skills and proven ability to manage multiple tasks, prioritize and meet tight deadlines.
- Keen learner with the ability to impart knowledge and skills to others

Principal Liaisons

Internal: FMTB Senior Regional Officers and Management of FMTB, FMTB Regional Team Leaders

: Liaises with all support personnel's in the project organization structure in the implementation of IFMS training according to work plan and maintains liaison with the advisor to ensure knowledge and skills transfer is effective to assure capability building of national staff.

External: Training participants from all levels of government and relevant stakeholders in finance and training

: Liaises with relevant stakeholders in relations to issues concerning IFMS training and the FMS improvement program on online learning.

Key Areas of Responsibility



Key Result Area (1): Map the re-design process

Performance standard: This will have been satisfactorily achieved based on: Date: 24/09/2023

- The course instruction phase is delivered incorporating adult learning principles and is focused on developing participant's knowledge, skills and attitudes
- Establish the curriculum.
- Develop the online presence (Moodle site)
- Consider navigation, flexibility, opportunities and engagement
- Minimise threats and distractions
- Effectively coach, train and mentor subordinated staff to ensure ongoing staff capacity building on the job and knowledge and skills transfer
- Participation in the FMTB trainer quality assurance procedures and commitment to continuous improvement

Key Result Area (2): Design, develop and implement

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

- Online Module & Tutorial
- Apply instructional design principles and adult learning theories to create interactive and engage learning experiences
- Pre-record lectures and develop interactive activities
- Focus on promoting and maintaining engagement
- Collaborate with subject matter experts (SMEs), stakeholders, and trainers to assess learning needs and define instructional goals and objectives.
- Manage the development of multimedia content, including videos, simulations, assessments, and interactive elements
- Stay current on emerging trends, technologies and best practices in instructional design and e-learning
- Provide guidance and mentorship to instructional design team members, fostering professional growth and development.



Key Result Area (3): Evaluate and Revise

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

- Collect data on students and their learning needs
- Data on student learning and engagement
- Review examines redesigned curriculum
- Ongoing modification and adaptations
- Conduct quality assurance reviews of instructional materials to ensure accuracy, relevance, and adherence to instructional design standards.
- Lead a team of instructional designers and content developers in designing and developing e-learning courses, modules, and resources.

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 FTB are used and maintained appropriately to ensure efficient and economical functioning of the branch
- Matters affecting the performance and outcomes of the FTB are brought to the attention of the AS in a timely and appropriate manner
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.

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 (insert employee name) have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the role of **Instructional Design Officer, 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:.....

Department Head Name:..... Date.....

Instructional Design Officer – FTB

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

