



DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24.09.2015

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:	POS. NO
DEPARTMENT: Finance	DESIGNATION/CLASSIFICATION Financial Trainer - Momase	Grade 12
OFFICE/AGENCY: Level 5, Twin Tower 1	LOCAL DESIGNATION Financial Trainer - Momase	
DIVISION: Corporate Services	HIGHEST SUBORDINATE Nil	POS. NO.
BRANCH: Financial Management Training	IMMEDIATE SUPERVISOR Team Leader - Leader Regional Training - Momase	POS. NO. DFCS.056
SECTION: Momase Region	LOCATION Twin Tower 1, WAIGANI	

HISTORY OF POSITION		
File no.	Date of variation	Details
	10.03.2025	Redesign/rename

Purpose and Accountabilities of the position
<ul style="list-style-type: none"> Lead on a series of training development processes in close collaboration with training colleagues and organizational technical leads. Quality Assure learning design, development and delivery processes Lead the delivery of training activities in coordination with Training Officer and Training Administrator.
PERSON AND POSITION SPECIFICATIONS
Qualifications:
<ul style="list-style-type: none"> Bachelor degree in Education or equivalent as required by the National Training Council for registration at the class of instructor/assessor or higher institutions. Professional qualification in adult learning/ Learning & Development (or significant demonstrated experienced within this area).
Knowledge:
<ul style="list-style-type: none"> 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 Demonstrated experience in effective facilitation and training delivery assuring engaging training solutions to ensure learners achieve intended outcomes
Skills:
<ul style="list-style-type: none"> At least 3 years GoPNG Public Sector experience in a finance function Analytical skills to support problem solving, report writing and other issues requiring analysis and response

- Intermediate to advance skills in Microsoft Office Word and PowerPoint
- Excellent, flexible and adaptable verbal and written communication skills

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



Principal Liaisons

Internal: FMTB Manager Regional Training Managers and FTB Contract Trainers.

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

Key Areas of Responsibility

Key Result Area (1): Coordinate Training Solutions and Support Training Development

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

- Supports in the implementation of methodologies to ensure that preparation training activities are designed and tailored to individual learner's need – whilst also focusing on building skills and expectations for collaborative work on responses.
- Support and advice on development in terms of references for new training developed
- Lead on development of 2-3 training development processes, working closely with training team and technical experts on design, development, piloting, etc.
- Contribute to project management tasks of e-learning development projects as relevant.
- Provide IFMS Rollout and training/refresher training to the National and Sub-National levels of GoPNG.

Key Result Area (2): Quality Assurance

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

- Support in quality assurance of new and existing training courses and activities
- Supports Training Needs Analysis with both colleagues and learners to ensure effective learning solutions
- Observe training delivery and provide constructive and action-focused feedback to SMEs and trainers
- Work with Subject Matter Experts on learning objectives and learning methodologies to ensure consistency in approach and high quality across all Preparation Training
- Facilitate training development workshops with colleagues to ensure development of effective and impactful preparation training solutions
- Feedback to learning after training events and activities to management with a view to continually improving PFM trainings
- Supports training development across the existing programmes
- Ensure training reviews are completed as part of evaluation activities
- Quality Assure all learning materials within PFM and IFMS

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

- Support in implementing a 3- year Preparation Training Strategy
- Ensure consistent quantitative and qualitative reporting FMTB PFM Training Evaluation
- Effectively communicate learning and coordinate between Learning & Capacity Building Team and other internal and external stakeholders and other training departments of GoPNG

Key Result Area (4): Design, Coordination and Delivery of Training Events

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

- Deliver of both online and in-person training as necessary and relevant
- Design, develop and deliver PFM to the 3 tiers of government within GoPNG
- Coordinate with relevant superiors to deliver training

Key Result Area (5): Other

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

- Ensure that key organizational messages are consistently and clearly communicated to internal and external stakeholders and core staff in all training objectives and content
- Ensure that all communication with all agencies is effective and in line with organizational messaging and style guide.

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 **Financial Trainer – Momase, 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:.....

