



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO</b> DFCS.058
<b>DEPARTMENT:</b> Finance	<b>DESIGNATION/CLASSIFICATION</b> Financial Trainer - Momase	<b>Grade</b> 12
<b>OFFICE/AGENCY:</b> Level 5, Twin Tower 1	<b>LOCAL DESIGNATION</b> Financial Trainer - Momase	
<b>DIVISION:</b> Corporate Services	<b>HIGHEST SUBORDINATE</b> Nil	<b>POS. NO.</b>
<b>BRANCH:</b> Financial Management Training	<b>IMMEDIATE SUPERVISOR</b> Team Leader - Leader Regional Training - Momase	<b>POS. NO.</b> DFCS.056
<b>SECTION:</b> Momase Region	<b>LOCATION</b> Twin Tower 1, WAIGANI	

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

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

- 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:.....

