



DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24/09/2025

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

SEQ. NO:	POS. NO DFCS.059	
DEPARTMENT: Finance	DESIGNATION/CLASSIFICATION Team Leader - Regional Training - Highlands	
OFFICE/AGENCY: 5 th Floor, Twin Tower 1	LOCAL DESIGNATION	
DIVISION: Corporate Services	HIGHEST SUBORDINATE Senior Financial Trainer & Financial Trainer	
BRANCH: Financial Management Training	HIGHEST SUPERVISOR Assistant Secretary - FMTB	
SECTION: Highlands Region	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

- Lead the digital learning initiatives.
- To manage and lead the activities of trainers and contract trainers attached to the training unit in teaching and assessment functions
- To oversee the development, implementation, and evaluation of online training programs.
- To manage and lead a culture of learning and continuous improvement amongst trainers with a focus on ensuring technical skills currency and awareness of contemporary industry practices, and high quality innovative teaching/learning technologies

PERSON AND POSITION SPECIFICATIONS

Qualifications:

- A Bachelor degree in Accounting is desirable
- Strong Background in instructional design for digital platforms, proficiency with e-learning technologies, and a passion for leveraging technology to enhance learning experiences.
- Bachelor degree in Instructional design, Educational Technology, or related field (Master's degree preferred).
- Possess 'Certificate IV Training and Assessment' or equivalent qualification as required by the National Training Council for registration at the class of instructor/assessor or higher
- Registered Trainer with National Training Council
- Possess 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

Skills

- Proven experience as an L&D Manager, Training Manager or similar
- Current knowledge of effective learning and development methods
- Familiarity with e-learning platforms and practices
- Excellent communication and negotiation skills.
- Ability to build rapport with employees and vendors
- Supervision, management and leadership skills
- At least 7years GoPNG Public Sector experience in a finance function
- IFMS 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
- Computer skills to ICDL standard



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

Principal Liaisons

Internal: FTB Trainers, Training Unit Team Leaders, Regional Training Team Leaders, Management and Assistant Secretary Training

External: FTB training course participants from National Department's, Provincial, District and Local Level Government, PCaB and PPII Advisers, FMCDO Committee and National Training Council

Key Areas of Responsibility

Key Result Area (1): Develop and implementing learning strategies

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

- Create and execute learning strategies and program
- Evaluate individual and organizational development needs
- Implement various learning methods organizational wide (e.g. coaching, job shadowing, online training)
- Design and deliver e-learning outcomes, workshops & other trainings
- Delivery and assessment is conducted by trainers who have appropriate technical skills relating to units of competency presented
- Trainers incorporating delivery methods that create a stimulating learning environment by using a variety of styles, techniques and approaches to present subject matter and practical techniques
- Trainers using a range of educational resources to provide students with a variety of learning experiences
- Trainers providing a discrimination free learning environment

- **Key Result Area (2): Designing e-learning courses, career plans, workshops and more**

Performance standard: This will have been satisfactorily achieved on:

- Collaborate with subject matter experts and stakeholders to identify training needs and objectives.
- Design, develop, and implement engaging e-learning courses, modules, and materials using authoring tools and learning management system (LMS)
- Ensure content is interactive, engaging, and accessible to diverse learner populations.
- Monitor and evaluate the effectiveness of e-learning programs through assessment tools and analytical.
- Trainers maintaining documentation required by the National Training Council including but not limited to;
 - a. Formal teaching - lesson plans, time tables
 - b. Workplace practice – records of student contact outlining responses relating to workplace progress, course understanding, progress on assessment tasks and assistance given
 - c. Assessment including recommendations and evidence portfolios
- Trainers complying with Government Orders and submitting timely leave and allowance applications through the unit co-ordinator
- Effective follow-up and reporting on training and trainer issues as identified in student/trainer evaluation forms or as required by the FTB AS
- Trainers being rotated through the instructional design unit and assisting in the development of course materials relating to their areas of technical expertise
- Trainers implementing administration recommendations from the Quality Assurance Unit to ensure compliance with National Training Standards or improving standards within the branch
- **Key Result Area (3): Managing the learning and continuous improvement culture amongst trainers with a focus on ensuring skills currency and awareness of contemporary industry practices, and teaching/learning technologies**

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

- Assess the success of development plans and help employees make the most of their learning opportunities
- Track budgets and negotiate contracts
- Collaborate with IT and HR teams to ensure seamless integration of e-learning solutions with existing systems and processes.
- Undertaking own self-development to maintain and grow personal skills, knowledge and attitudes in areas including training, leadership, supervision, finance and training
- Trainers actively participate in and complete course requirements when given staff development opportunities
- Trainers undergo self-directed professional development and research in their areas of finance technical expertise and training expertise
- Unit consults, liaises and collaborates as required with representative stakeholders including government, industry and other education institutions
- Unit contributes to achievement of branch, division, department and government goals
- Trainer maintaining classroom facilities and equipment
- Manage relationships with external vendors and contractors for content development and technology solutions.



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 **Team Leader - Regional Training – Highlands, Grade 16**. 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.....

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

