



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:	POS. NO DFCS.061
DEPARTMENT: Finance	DESIGNATION/CLASSIFICATION Financial Trainer - Highlands	Grade 12
OFFICE/AGENCY: 5 th Floor, Twin Tower 1	LOCAL DESIGNATION	
DIVISION: Corporate Services	HIGHEST SUBORDINATE Nil	POS. NO.
BRANCH: Financial Management Training	IMMEDIATE SUPERVISOR Team Leader - Regional Training - Highlands	POS. NO. DFCS.059
SECTION: Highlands Region	LOCATION Twin Tower 1, WAIGANI	

HISTORY OF POSITION		
<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
5-1-13	10 TH MARCH 2025	REDESIGN/RECLASS/RENO

Purpose and Accountabilities of the position

- 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:

- Bachelor degree in Education or related field in any recognized universities or institutions.
- Professional qualification in adult learning/ Learning & Development (or significant demonstrated experienced within this area).

Knowledge:

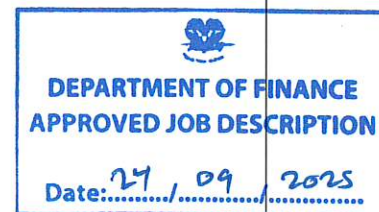
- In-depth knowledge of all relevant GoPNG legislation, (but not limited to) the Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government
- Sound knowledge of good finance management practices
- Comprehensive knowledge of GoPNG accounting systems/processes
- Understanding of competency based training, vocational education, and adult learning
- Demonstrated experience in effective facilitation and training delivery assuring engaging training solutions to ensure learners achieve intended outcomes

Skills:

- 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
- Excellent and adaptable communication style and approach to working
- 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: FMTB training course 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 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

Key Result Area (3): Leadership Support & Reporting

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 – Highlands, 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:.....

