



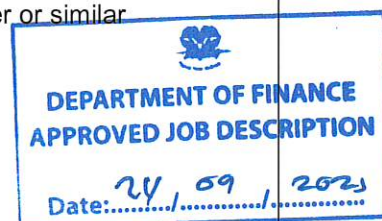
## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO</b> DFCS.062
<b>DEPARTMENT:</b> Finance	<b>DESIGNATION/CLASSIFICATION</b> Manager Regional Training - Southern	<b>Grade</b> 16
<b>OFFICE/AGENCY:</b> 5 <sup>th</sup> Floor, Twin Tower 1	<b>LOCAL DESIGNATION</b>	
<b>DIVISION:</b> Corporate Services	<b>HIGHEST SUBORDINATE</b> Senior Financial Trainer & Financial Trainer – Southern Region	<b>POS. NO.</b> DFCS.063, DFCS.064
<b>BRANCH:</b> Financial Management Training	<b>HIGHEST SUPERVISOR</b> Assistant Secretary - FMTB	<b>POS. NO.</b> DFCS.041
<b>SECTION:</b> Southern Region	<b>LOCATION</b> Twin Tower 1, WAIGANI	
<b>HISTORY OF POSITION</b>		
<b>File no.</b>	<b>Date of variation</b>	<b>Details</b>
	10 <sup>th</sup> March 2025	No change
<b>Purpose and Accountabilities of the position</b>		
<ul style="list-style-type: none"><li>Lead the digital learning initiatives.</li><li>To manage and lead the activities of trainers and contract trainers attached to the training unit in teaching and assessment functions</li><li>To oversee the development, implementation, and evaluation of online training programs.</li><li>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</li></ul>		
<b>PERSON AND POSITION SPECIFICATIONS</b>		
<b>Qualifications:</b> <ul style="list-style-type: none"><li>A Bachelor degree in Accounting is desirable</li><li>Strong Background in instructional design for digital platforms, proficiency with e-learning technologies, and a passion for leveraging technology to enhance learning experiences.</li><li>Bachelor degree in Instructional design, Educational Technology, or related field (Master's degree preferred).</li><li>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</li><li>Registered Trainer with National Training Council</li><li>Possess relevant financial competencies at least to the level being delivered or assessed</li></ul>		
<b>Knowledge:</b> <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></ul>		

**Skills**

- Proven experience as an L&D Manager/Team Leader, 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 7 years 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 – Southern, 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:.....

