



DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION
Date: 27.04.2023

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

	SEQ. NO:	POS. NO DFCS.062
DEPARTMENT: Finance	DESIGNATION/CLASSIFICATION Manager Regional Training - Southern	Grade 16
OFFICE/AGENCY: 5 th Floor, Twin Tower 1	LOCAL DESIGNATION	
DIVISION: Corporate Services	HIGHEST SUBORDINATE Senior Financial Trainer & Financial Trainer – Southern Region	POS. NO. DFCS.063, DFCS.064
BRANCH: Financial Management Training	HIGHEST SUPERVISOR Assistant Secretary - FMTB	POS. NO. DFCS.041
SECTION: Southern 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/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 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

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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:.....

