



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form 0D2.7

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO: FIN0000002	REF. NO: DFEX.006
OFFICE: FINANCE	DESIGNATION/CLASSIFICATION: DEPUTY SECRETARY – OPERATIONS	GRADE: GR 20
DIVISION: EXECUTIVE	LOCAL DESIGNATION: DEPUTY SECRETARY	POSN. NO. DFEX: 006
BRANCH: EXECUTIVE BRANCH	REPORTING TO: FIRST ASSISTANT SECRETARIES – FCD, FRCD, ICTD, AND IPID	SYS. POS. NO: REF. NO: FIRST ASSISTANT SECRETARIES – FCD, FRCD, ICTD, AND IPID
SECTION: N/A	IMMEDIATE SUPERVISOR SECRETARY	POSN. NO. DFEX.001
SECTION: NIL	LOCATION: Twin Tower 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	18/03/2018	Redesigned, reclassified, reno
	24.06.2025	Reviewed & Revised based on DoF Proposed Structure

1. PURPOSE

The role of Deputy Secretary – Operations involves providing strategic financial management and policy advice to the Secretary and ensuring that these are achieved through the achievement of the agreed deliverables under the four (4) divisions that report to the Operations Wing. The Deputy Secretary provides leadership and support to the First Assistant Secretaries responsible for the Financial Controls Division, Accounting Frameworks and Compliance Division, Information Communication and Technology Division, and Integrated Payments Division.

2. DIMENSIONS

The Deputy Secretary – Operations oversees all activities for the four (4) Divisions within the Support Services Wing. Reporting to the Deputy Secretary are four:

- First Assistant Secretaries– Financial Controls Division, Accounting Frameworks and Compliance Division, Information Communication and Technology Division, and Integrated Payments Division.
- This position as a Financial Delegate is accountable for approving amounts of money between Fifty-one Thousand to One-hundred Thousand Kina only **(K51,000.00 – K100,000.00)** as a section 32 officer.

3. PRINCIPAL ACCOUNTABILITIES

- Provide operational leadership and advice to the Secretary, Deputy Secretary for Strategy, and other members of the management team on corporate, management, and financial issues.
- Ensure compliance by relevant divisions within the department with government legislation and other statutory requirements in respect to financial and personnel management
- Skills and competencies of the executive and senior managers are developed to allow them to make assessments of financial performance
- Support the Secretary and Deputy Secretary Operations and other members of the management team with key stakeholders and the wider public service, to assist them in delivering their accountabilities under financial legislation

- Provide advice on the development of systems and processes for more effective management of resources,
- Leadership and Management of the Operations Sector Divisions,

4. MAJOR DUTIES

- Monitor, guide and ensure there's compliance with the PFM legal framework, economic management of government cash flows and provide up-to-date and accurate reporting of the public funds.
- Monitor the Performance and outcomes of Divisions following receipt of monthly reports from FAS's and performance evaluation meetings
- Address non-performance and clear time frames set for improvement.
- Ensure Financial accounting standards and reporting requirements are met by the Public Finances (Management) Act and the Financial Management Manual.
- Regular monitoring and evaluation are undertaken to ensure all agencies meet their accountabilities and that legislated requirements are met.
- Well-informed and timely advice and direction are provided to Divisions under the Operations wing to achieve targeted outcomes
- Maintain effective inter-government transactions relating to payments from ALESCO payroll.
- Support the Secretary and Deputy Secretary Strategy and other members of the management team in developing relationships with key stakeholders and the wider public service
- Develop systems and processes to implement in line with management and corporate plans.
- Leadership example is provided through high standards of professional behaviour and strong work ethic at all times
- Improving expenditure control through enhanced monitoring of compliance with PFMA, Financial Instructions and accounting standards, more comprehensive reporting and strengthening legislative compliance provisions and penalties

5. NATURE AND SCOPE

The Deputy Secretary – Operations is a senior executive position responsible for providing strategic leadership and oversight of the Department of Finance's core operational functions. This includes the effective implementation of public financial management systems, provincial and district financial operations, budget execution, compliance, and service delivery mechanisms across the country.

The role ensures that financial operations are executed in accordance with the Public Finance Management Act, national policies, and government priorities. The Deputy Secretary – Operations plays a critical role in strengthening financial accountability, improving service delivery at all levels of government, and supporting reform initiatives aimed at enhancing operational efficiency. This position reports directly to the Secretary for Finance and leads a team of First Assistant Secretaries and senior technical officers across multiple divisions.

6.1 WORKING RELATIONSHIP

(a) Internal

- Secretary
- Deputy Secretary
- Deputy Secretary
- Deputy Secretary
- All FASs and ASs

(b) External

DoT

DPM

PSC

DJAG

DPLG

Other Line agencies

Stat Authorities

6.2 WORK ENVIRONMENT

The Deputy Secretary – Operations functions in a dynamic and high-pressure environment that demands both strategic oversight and operational agility. This is a high-stakes leadership role that involves extensive coordination with central and subnational government agencies, development partners, and key stakeholders. The work environment is fast-paced and requires the ability to respond promptly to emerging issues, manage large teams, and make high-level decisions that impact national and subnational financial operations.

6. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Legal and Regulatory Constraints such as PSMA, GOs, PFMA, Procurement Act, Policy and Administrative Constraints, Political Constraints, budget and resources limitations, Organizational Hierarchy Constraints

7. CHALLENGES

Some challenges that can be faced are political interference, limited resources, public expectations and trust, corruption and mismanagement of risks, service delivery to remote areas, and policy implementation gaps, ICT and infrastructure challenges

8. QUALIFICATIONS, EXPERIENCES AND SKILLS

(Required formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)

- Master's Degree in Accounting, Economics, Commerce, Business Management or related discipline from a recognised University within PNG or abroad;
- Possess Fifteen (15) years' experience in Government Accounting and Financial Management with at least 10 years at managerial levels;
- Experience in administering expenditure, acquittals and other financial and commercial transaction with compliance to department and government wide policies and/or legislation;
- Exposure in IFMS, Government payroll, accounting frameworks and Information, Communication & Technology;
- Efficient in managing and leading Divisions in achieving corporate objectives of the department as outline in annual and corporate work plans.

Knowledge:

- Knowledge of the Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government, and other laws that governs the operations of the department;
- Strategic knowledge on economic forecasting and budget planning on the operations of the Operations Sector;
- Effective knowledge of communication at the management level, internally and externally (department heads – Treasury, DPM, PM&NEC, National Planning etc.);
- Knowledge of Government Administration and management practices;
- Comprehensive knowledge of PNG Public Service Systems and practices;
- In depth knowledge of the ALESCO/Ascender Payroll System.

Skills and Abilities:

- Have high level Communication and Interpersonal Skills;
- Ability to produce reports on Accounting, Financial and Payroll issues;
- Proven ability to lead divisional heads and manage team of professionals;
- Strong ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and manage pressure to produce results;
- Well-developed analytical skills to support problem solving;
- Ability to identify development needs and building the capacity and capability of the Wing;
- Ability to provide effective management advice to external clients.

NOTE: This job description is not designed to be all-inclusive. The employee may perform other related duties required to meet the ongoing needs of the Department.

