



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form 002.7

1. IDENTIFICATION

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| AGENCY: DEPARTMENT OF FINANCE | SYS. POSN. NO: FIN0000002 | REF. NO: DFEX.008 |
| OFFICE: FINANCE | DESIGNATION/CLASSIFICATION: DEPUTY SECRETARY – SUPPORT SERVICES | GRADE: GR 20 |
| DIVISION: EXECUTIVE | LOCAL DESIGNATION: DEPUTY SECRETARY | POSN. NO. DFEX: 008 |
| BRANCH: EXECUTIVE BRANCH | REPORTING TO: FIRST ASSISTANT SECRETARIES – NSRCD, CSD & OSD | SYS. POS. NO: REF. NO: |
| 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 |

2. PURPOSE

The role of Deputy Secretary – Support Services involves supporting the Secretary and the Department of Finance through the achievement of the agreed deliverables of the Divisions under the Support Services Wing. The Deputy Secretary provides leadership and support to the First Assistant Secretaries responsible for Organisational Strategy, Corporate Services and National & Statutory Revenue Collections Divisions.

3. DIMENSIONS

The Deputy Secretary – Support Services oversees all activities for the three (3) Divisions within the Support Services Wing. Reporting to the Deputy Secretary are three:

- First Assistant Secretaries– Organisation Strategy, Corporate Services and National & Statutory Revenue Collections Division.
- This position as a Financial Delegate is accountable for approving amount of money between Fifty-one Thousand to One-hundred Thousand Kina only **(K51,000.00 – K100,000.00)** as a section 32 officer.

4. PRINCIPAL ACCOUNTABILITIES

- Provide effective leadership and support to the Secretary and the Deputy Secretaries on corporate, policy and management issues. Oversee the formulation and review of policies, work programs, processes, budgeting and financial management and the implementation of Key Result Areas (KRAs) of the three (3) Divisions.
- 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,

5. MAJOR DUTIES

- Coordinate and ensure First Assistant Secretaries contribute to the Corporate Plan preparation and annual work plans for their divisions
- 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 per the Public Finances (Management) Act and the Financial Management Manual.
- Regular monitoring and evaluation is undertaken to ensure all agencies meet their accountabilities and that legislated requirements are met.
- Well-informed and timely advice and direction is provided to Divisions under the Support Services to achieve targeted outcomes
- Develop systems and processes to implement in line with management and corporate plans.
- Budget submissions of Divisions pertinent to this position are rigorous, supportable, achievable and timely and Divisions deliver planned outcomes within budget.
- Leadership example is provided through high standards of professional behaviour and strong work ethic at all times

6. NATURE AND SCOPE

The Deputy Secretary – Support Services is a senior executive leadership position within the Department of Finance, responsible for the strategic oversight and coordination of all corporate support functions, including Human Resources, Information and Communication Technology (ICT), Finance and Administration, Procurement, and Asset Management. The role demands strong leadership, strategic planning, and stakeholder engagement skills, and requires close collaboration with internal divisions, central agencies, and external partners. The Deputy Secretary – Support Services reports directly to the Secretary for Finance and oversees a team of First Assistant Secretaries and senior officers.

6.1 WORKING RELATIONSHIP

(a) Internal

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

(b) External

DoT
DPM
PSC
DIAG
DPLG
Other Line agencies
Stat Authorities

6.2 WORK ENVIRONMENT

The Deputy Secretary – Support Services operates in a high-level executive and policy environment within the Department of Finance. The position is primarily office-based, located at the Department's headquarters in Port Moresby, with occasional travel required for official duties or inter-agency coordination.

The work environment is dynamic and fast-paced, requiring frequent interaction with senior government officials, stakeholders, and development partners. The role involves attending high-level meetings, preparing policy papers, overseeing administrative operations, and managing cross-functional teams.

Given the nature of the role, the position demands a high level of professionalism, discretion, and the ability to work under pressure to meet deadlines and deliver strategic outcomes

7. 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

8. 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

9. 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.

