



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date 24.9.28

Form 0D2.7

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO: FIN0000003	REF. NO: DFEX.010
OFFICE: FINANCE	DESIGNATION/CLASSIFICATION: DEPUTY SECRETARY – STRATEGY & GOVERNANCE	GRADE: GR 20
DIVISION: EXECUTIVE	LOCAL DESIGNATION: DEPUTY SECRETARY	POSN. NO. DFEX: 010
BRANCH: EXECUTIVE BRANCH	REPORTING TO: FIRST ASSISTANT SECRETARIES – IACD, FAID AND GOAC	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

1. PURPOSE

The purpose of establishing the Deputy Secretary – Strategy & Governance position is to provide high-level strategic leadership, policy direction, and governance oversight to strengthen accountability, transparency, and institutional performance within the Department of Finance. This position will oversee three critical divisions: the Internal Audit & Compliance Division, the Financial Accountability & Inspection Division and the Government Office Allocation & Development Division

Together, these divisions form the foundation for ensuring internal controls, financial compliance, organizational integrity, and the effective management of government office infrastructure.

2. DIMENSIONS

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

- First Assistant Secretaries- Internal Audit & Compliance Division, Financial Inspection & Accountability Division and Government Office Allocation Development Secretariat.
- 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

- Lead the coordination of internal audits, compliance reviews, and financial inspections to ensure adherence to the Public Finance Management Act (PFMA), government policies, and standards of public sector governance.
- Oversee the development, implementation, and monitoring of governance frameworks, policies, and internal control systems to promote accountability, transparency, and risk mitigation across the Department.
- Provide strategic leadership and direction to the Internal Audit & Compliance, Financial Accountability & Inspection, and Government Office Allocation & Development Divisions to ensure effective governance, compliance, and resource management.
- Ensure effective oversight and management of government office allocation and infrastructure development, including planning, coordination, and equitable distribution of office space for government agencies.
- Drive strategic planning and performance monitoring across the reporting divisions, ensuring alignment with national priorities, reform agendas, and departmental goals
- Provide high-level advice and reports to the Secretary and Executive Management Team on governance issues, risk management, audit findings, and accountability improvements.
- Coordinate and monitor the implementation of key reform programs and donor-funded projects under the portfolio, ensuring alignment with government policies and reporting requirements.
- Facilitate cross-divisional and inter-agency collaboration to enhance the Department's performance, internal systems, and service delivery.
- Represent the Department in high-level meetings, policy forums, and inter-departmental committees related to governance, compliance, audit, and infrastructure development.
- Lead, mentor, and develop senior management staff within the reporting divisions to ensure effective leadership, operational efficiency, and succession planning.

5. NATURE AND SCOPE

The Deputy Secretary – Strategy & Governance is a senior executive leadership position within the Department of Finance, responsible for providing strategic direction, oversight, and coordination of key governance functions that safeguard financial integrity and institutional accountability.

The role requires strong leadership, integrity, analytical thinking, and the ability to work collaboratively with internal and external stakeholders to promote good governance and improve service delivery outcomes.

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 – Strategy & Governance operates in a high-level, policy-driven environment at the Department of Finance headquarters in Port Moresby. The role involves frequent engagement with senior government officials, internal divisions, oversight bodies, and development partners. It requires a strong ability to manage competing priorities, lead multi-disciplinary teams, and deliver results under pressure. Occasional travel may be required to support compliance inspections, infrastructure assessments, or inter-agency coordination.

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.

