



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



Form 002.7

### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b> FIN0000002	<b>REF. NO:</b> DFEX.012
<b>OFFICE:</b> FINANCE	<b>DESIGNATION/CLASSIFICATION:</b> DEPUTY SECRETARY – SUB NATIONAL PFM	<b>GRADE:</b> GR 20
<b>DIVISION:</b> EXECUTIVE	<b>LOCAL DESIGNATION:</b> DEPUTY SECRETARY	<b>POSN. NO.</b> DFEX: 012
<b>BRANCH:</b> EXECUTIVE BRANCH	<b>REPORTING TO:</b> FIRST ASSISTANT SECRETARIES – PDFMD, IFMS, PCab, PEFA & Province & Districts	<b>SYS. POS. NO:</b> <b>REF. NO:</b>
<b>SECTION:</b> N/A	<b>IMMEDIATE SUPERVISOR</b> SECRETARY	<b>POSN. NO.</b> DFEX.001
<b>SECTION:</b> NIL	<b>LOCATION:</b> 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, Sub-National PFM involves providing strategic advice and support to the Secretary through the achievement of the agreed deliverables of the Divisions and Programs under the Sub-National Operations Wing. The Deputy Secretary provides leadership and support to the First Assistant Secretary and Managers respectively responsible for Provincial & District Financial Management Division (PDFMD), and the Financial Management Improvement Programs (FMIP) which includes:

- Integrated Financial Management System (IFMS),
- Provincial Capacity Building Program (PCaB) and,

### 2. DIMENSIONS

The Deputy Secretary – Sub-Nationals oversees all activities for the three (3) Divisions within the Sub-Nationals and Program areas. Reporting to the Deputy Secretary are:

- First Assistant Secretaries – Province & District Finance Management Division, Project Manager from IFM Corporate Services and Notional & 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.

### 3. 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,

#### 4. 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
- Ensure compliance by relevant divisions, including PFOs within the department with government legislation and other statutory requirements in respect to financial and personnel management.
- 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.
- Skills and competencies of the executive and senior managers are developed to allow them to make assessments of financial performance
- 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

#### 5. NATURE AND SCOPE

The Deputy Secretary – Sub-National provides strategic leadership, policy direction, and oversight to ensure sound financial governance, accountability, and service delivery across all provincial and district governments. The role involves working collaboratively with provincial administrations, Local Level Governments (LLGs), and development partners to enhance financial systems, promote transparency, and ensure that public funds are effectively managed and aligned with national priorities.

##### 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 work environment for this role is dynamic, high-level, and often politically sensitive, requiring a balance between technical and financial expertise and strategic leadership. The Deputy Secretary operates across national, provincial, and district levels, engaging regularly with Provincial Administrators, District Development Authorities (DDAs), and Local Level Governments (LLGs). The position involves managing multiple priorities and coordinating the implementation of fiscal reforms and development projects in various sub-national contexts, often within tight deadlines. The environment is highly policy-oriented, where decisions must align with the Medium-Term Fiscal Framework, Public Financial Management Reform Roadmap, and broader government development agendas such as decentralization and rural service delivery.

#### 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.

