

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFFAID.001
OFFICE: 9 <sup>TH</sup> FLOOR, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: FIRST ASSISTANT SECRETARY, GRADE 19	
DIVISION: FINANCIAL ACCOUNTABILITY & INSPECTIONS	LOCAL DESIGNATION: FIRST ASSISTANT SECRETARY	
BRANCH: EXECUTIVE MANAGEMENT	REPORTING TO: DEPUTY SECRETARY_ STRATEGY & GOVERNANCE SYS. POS. NO: REF. NO: DFEX.010	
SECTION	LOCATION: TWIN TOWER 1, WAIGANI, NCD	

**HISTORY OF POSITION**

FILE REF.	DATE OF VARIATION	DETAILS
5-1-13	29.07.96	Renumbered/Re-designated/Reclassified
	28.11.07	Reclassified from Grade 18 to Grade 19
	06.2013	No change
	30.05.2014	Minor edits for consistency
	December 2017	Transferred from Dept. of Treasury to Dept. of Finance.
	24.02.2025	Revised according to Re-org

**2. PURPOSE**

To provide leadership and manage the operations of the four Branches within the Financial Accountability & Inspections Division (FAID) to assist the Secretary of Finance in the performance of financial governance and accountability functions, ensuring compliance with the provisions of the Public Finances (Management) Act and other relevant legislations through its inspection and investigation roles and preventative strategies.

This position has the mandate as a section 32 officer and is accountable for approving amount of funds up to Fifty Thousand Kina only (K50, 000.00).

**3. DIMENSIONS**

The First Assistant Secretary (FAID) reports to the Secretary through the Deputy Secretary (Strategy & Governance), and oversees the activities of the Branches within the Division and two support positions:

- Assistant Secretary – National Inspections & Investigations;
- Assistant Secretary – Prevention & Deterrence;
- Assistant Secretary – Provincial Inspections & Investigations (Southern & Islands Region);
- Assistant Secretary – Provincial Inspections & Investigations (Highlands & Momase Region);
- Administration Assistant; and
- Logistics Officer.

**4. PRINCIPLE ACCOUNTABILITIES**

- To assist the Deputy Secretary – Strategy & Governance, and the Secretary, through the provision of effective leadership and management of the Financial Accountability & Inspections Division.

- Provide guidance and advice to the Assistant Secretaries in the National Inspections & Investigation, Prevention & Deterrence, Southern & Islands Region and Momase & Highlands Regional Branches to support their execution and delivery of the agreed priorities of the Division.
- Encourage and oversee the development of new initiatives, reviews of current processes/policies and improve the delivery of Divisional outcomes.
- Overall implementation of Key Result Areas (KRAs) for the NIIB, PDB, PIIB (S&I and M&H Regions) Branches.

## 5. MAJOR DUTIES

- To contribute to the overall leadership and management of the Strategy & Governance Wing as directed by the Deputy Secretary – Strategy & Governance in accordance with the Finance Department's strategic plan, Divisional and Branch work plans.
- Carry out the duties and responsibilities of a Finance Inspector in accordance with the operational guidelines and powers provided by the Public Finances (Management) Act:
  - Establish policies for the inspection and investigation activities and direct its technical and administrative functions.
  - Manage inspection and investigation resources and arrange effective application to inspection and investigation tasks.
  - Review reports submitted by the Assistant Secretaries on inspections and investigations and submit to the Secretary for approval and referral to Departments/agencies for appropriate action.
  - Co-ordinate and ensure that appropriate remedial actions are taken by Departments/agencies in relation to inspection/investigation recommendations by Finance Inspectors.
  - Direct and co-ordinate special investigations directed by the Secretary or the Minister.
  - Liaise with Departmental and Agency Heads, Provincial Administrators and Provincial Finance Managers on matters arising out of inspections and investigations and take appropriate steps as and when necessary under the Public Finances (Management) Act.
  - Liaise with the Auditor General's Office as and when necessary.
  - Monitor and appraise recovery action taken in consultation with the Legal Unit.
  - Attend Public Accounts Committee (PAC) hearings as and when required.
- Provide high level advice on issues relating to the performance across government of financial governance and accountability functions under the provisions of the Public Finances (Management) Act and other relevant legislations.
- Support the Deputy Secretary – Strategy & Governance and participate as a member of the senior executive in the Department to ensure that the Department can achieve the goals set by the National Government.
- Represent the Department of Finance as required on relevant boards and committees.
- Manage the performance of all Assistant Secretaries in the Financial Accountability & Inspections Division and provide strategic planning, direction and leadership to ensure that:
  - the Division and Branches are adequately resourced to deliver on their priorities;
  - Divisional and Branch staff are appropriately paid, trained and have their performance assessed;
  - Divisional and Branch finances are administered effectively, efficiently and diligently;
  - All DoF policies and procedures are adhered to correctly; and
  - The Division and Branches have up to date work plans that are monitored and reported against.
  - Assist the Deputy Secretary – Strategy & Governance office in all aspects of their responsibilities, as required.

## 6. NATURE AND SCOPE

The First Assistant Secretary – Financial Inspection & Accountability Division holds a strategic leadership role responsible for promoting and enforcing financial accountability, transparency, and compliance across government departments, agencies, and provincial administrations. This position oversees the design, implementation, and continuous improvement of financial inspection programs, internal compliance reviews, and the enforcement of financial regulations under the Public Finance Management Act (PFMA). The role plays a critical part in detecting and deterring financial mismanagement, fraud, and misuse of public funds through proactive inspections, investigations, and reporting.

### 6.1 WORKING RELATIONSHIP

#### *Internal*

- This position reports directly to the Secretary through Deputy Secretary (Strategy & Governance), Department of Finance, on inspection and investigation issues/findings and governance and compliance issues.
- This position reports to the Deputy Secretary – Strategy & Governance for administrative matters.
- Work alongside other Divisional heads in Department of Finance.

- Direct management of the Division's Assistant Secretaries in the National Inspections & Investigation, Prevention & Deterrence Southern & Islands Region and Highlands & Momase Region Branches.
- Direct management of support staff to the Office of the First Assistant Secretary – Financial Accountability & Inspections Division.
- Regular liaison and contact with other Department of Finance staff across all Divisions.
- Consult with the Legal Unit on matters relating to inspections, investigations and prosecution/recovery action.

*External*

- Liaise with Departmental Heads and Statutory Bodies on matters arising out of special investigations and take appropriate steps as and when necessary under the Public Finances (Management) Act.
- Liaise with the Auditor General's Office as and when necessary.

## 6.2 WORK ENVIRONMENT

- Plan and coordinate statutory and mandated functions under *Section 8 of Public Finances Management Act, 1995 (amended)* with Government Departments and agencies including SOEs and sub-national institutions
- Role also requires the drafting of National Fraud Policy and operationalized within the Public Service as a way of combat corruption.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- PNG Vision 2050
- Fiscal Responsibility Act
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan
- Public Finances (Management) Act and related Financial Instructions
- Organic Law on Provincial & Local Level Government
- Public Services (Management) Act
- GEST Policy
- Public Service General Orders & Code of Business Ethics and Conduct
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Government Financial Management System and Financial Procedures
- Criminal Code Act
- Proceeds of Crime Act
- NPC Procurement Policy and Procedures
- FAID Inspection Manual
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capacity Framework
- Current Corporate Plan and Annual Operational Plan.

Recommendations and decisions made are based on the above regulations and policies over any changes that will affect the whole of Department of Finance.

## 8. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. Contribute to the alignment of personal goals with divisional goals, in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Department of Finance is operating within limited resources which may constrain, among other things, remuneration options. Other Public Service imposts may, from time to time, similarly constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long

term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations.

- Contribute to identifying and acquiring the skills and knowledge needed to effectively perform designated tasks to produce the desired output. Ensure that all supervised staff are appropriately trained to undertake their designated tasks including, as appropriate, any IT training or training in related systems or tools.
- All staff need to be trained on how to operate and use Integrated Financial Management System (IFMS) as business users to fully understand how IFMS works, how to run reports as most expenditure reports are now on IFMS and to convey relevant information to government agencies already on IFMS.

## 9. QUALIFICATION, SKILLS AND EXPERIENCES

### ***Essential***

- **Qualifications:** Master's Degree in a relevant field from a recognised institution. Post graduate qualification(s) in public finance, accounting, auditing or management as described under the PNG Development Strategic Plan 'Papua New Guinea Vision 2050'.
- **Work experience:** Substantial in-depth knowledge and relevant work experience in administration and supervision. Demonstrate knowledge on public financial reporting, accounting, formulation and implementation of annual work plans, corporate plans, annual budget and annual reporting, financial management, procurement and properties management.
- **Teamwork:** Able to work well with colleagues and effectively mentor junior staff. Manage the team's response to requests in a timely manner and share relevant information with the Division, the Department and with other stakeholders. Contribute to identifying development needs and building the capacity and capability of the Branch through regular, honest and robust performance reviews and discussions, which are undertaken in accordance with Departmental and Government policies. All performance reviews and related documentation must be updated and accurately reflect the performance and development needs of each team member reporting to this role.
- **Workload and time management:** Contribute to identifying team priorities, and share or allocate specific tasks within team and to ensure competing deadlines are met. Manage own tasks within this environment. Promote effective and efficient service delivery.
- **Strategic and budget planning skills:** Contribute, as required, to identifying divisional and department strategic goals and budget plans, and assist in the preparation of related documentation to support the meeting of these strategic goals and budget plans.
- **Financial management:** Ensure all expenditure, acquittals and other financial and commercial transactions strictly adhere to Departmental and Government-wide policies and/or legislation.
- **Staff supervision:** In conjunction with the Deputy Secretary, communicate to the Division how their work fits into the Department of Finance broader strategic goals and provide feedback to staff.
- **Legislative knowledge:** In-depth knowledge about the range of Acts, laws and policies governing the work of Department of Finance.
- **Values:** Demonstrate and practice high levels of integrity, honesty, accountability, respect and wisdom and accept responsibility for one's own actions at all times.
- **Zero tolerance of any unethical activity or behavior:** Must be a positive role model on ethical behavior for staff and demonstrate personal qualities of honesty, fairness and professionalism.
- **Computing:** Demonstrate substantial proficiency in the use of email and internet, in the application of software such as MS Word and MS Excel to perform complex tasks, and in the creation of presentations using MS PowerPoint.

- **Technical:** A demonstrated knowledge/understanding of the range of technical requirements necessary for this role.

#### **Desirable**

- **Qualifications:** Post-graduate qualification(s) in Accounting or Commerce, or other relevant discipline and have experiences in financial accounting, audit, inspection or investigation.
- **Work experience:** Significant previous experience at an equivalent level of employment with similar levels of responsibility and knowledge of public financial reporting, budgeting, financial policy or analysis. A demonstrated knowledge/understanding of a range of related administration issues.
- **Societal awareness:** Understanding of Covid-19, HIV and Aids and Gender Equity/Equality issues in PNG.
- **Other:** Membership of appropriate professional organization (s).

#### **Job Specific skills**

**Leadership:** Lead with personal drive, commitment and resilience. Act as a positive role model on ethical behavior for staff and demonstrate personal qualities of honesty, fairness, and professionalism. Provide strategic direction and inspire a sense of purpose and direction in the work area. Demonstrate insight and vision in providing solutions for a range of problems and ability to effectively implement change and innovation. Demonstrate the ability to motivate and lead diverse multi-stream teams to success. Be able to mentor senior staff and provide a positive learning environment to build staff capability and commitment and institutional strengthening.

**Communications:** Highly effective written and oral communication, negotiation, persuasion and representation skills. Communicate with influence and political awareness. Liaise and negotiate effectively internally and externally on complex matters. Demonstrated experience in leading and facilitating internal and external dialogues at a senior level and influencing group conclusions resulting in positive outcomes. Confident persona and well developed presentation skills.

**Policy analysis and development:** Highly developed policy and analysis skills. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical judgments. Plan and monitor work tasks for goal achievement. Experience in the development of strategic policy solutions to serve the Government while demonstrating public service standards of integrity. Promote effective and efficient service delivery.

**Stakeholder relationships:** Demonstrated ability to build and sustain effective collaborative relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote Department of Finance and ensure proactive engagement with all stakeholders.

**Technical:** A demonstrated knowledge and understanding at a senior executive level of strategic development and planning, corporate, business and workforce planning, and proficiency in internal audit, risk management and governance, forensic investigation and audit practices. Experience with the PNG Government Accounting System (PGAS) and the Integrated Financial Management System (IFMS). Possess a detailed understanding of the range of Acts, laws and policies governing the work of Department of Finance and the public service generally including:

- General accounting principles and practices
- Public Finance Management Act and Financial Instructions
- Public Service Management Act
- Public Service General Orders
- Organic Law on Provincial & Local Level Governments
- Government Financial Management System and Financial Procedures

**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 **First Assistant Secretary** –

**Financial Accountability & Inspections (DFFAID.001), Grade 19.** 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:.....

