



DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION
Date: 24/9/28

1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO:	REF. NO: DFFAID.004
OFFICE: Strategy & Governance	DESIGNATION/CLASSIFICATION: Assistant Secretary- National Inspection & Investigation Branch, Grade 17	
DIVISION: Financial Accountability & Inspections Division	LOCAL DESIGNATION: Assistant Secretary, National Inspections & Investigations Branch (NIIB)	
BRANCH: National Inspections & Investigations Branch (NIIB)	REPORTING TO: SYS. POS. NO: First Assistant Secretary – Financial Accountability & Inspection Division-DFFAID.001	REF. NO:
SECTION: National Departments	LOCATION: Twin Tower 1, Melanesian Way, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	29/07/96	Re-designated / Reclassified
	24/10/01	Renumbered
	29/11/07	Renumbered/Re-designated/Reclassified from Grade 16 to Grade 17
	27/9/12	Re-designated
	June 2013	Renumbered
	June 2020	Transferred from Dept. of Treasury to Dept. of Finance
	14.07.2025	Revise, rename, redesign

2. PURPOSE

Manage the operations of the National Inspections and Investigations Branch (NIIB) to carry out its functions effectively by conducting inspections and investigations into the National Departments and Statutory Bodies, and report outcomes promptly. Ensure resources are utilized in always promoting and maintaining a strong culture of work ethics and discipline.

3. DIMENSIONS

The Assistant Secretary of NIIB reports to the First Assistant Secretary of FAID and oversees all activities of the Branch, including staff supervision. The Branch comprises the two teams (A & B) and has a total of eight (8) designated positions as listed hereunder.

- 2x Principal Finance Inspectors
- 4x Senior Inspectors
- 2x Finance Inspectors

4. PRINCIPAL ACCOUNTABILITIES

- Administer the National Inspections and Investigation Branch and direct and control the inspection and investigation of National Departments, Statutory Bodies, and State-Owned Entities.
- Provide support and perform any other professional services/duties as required by the division and department as a whole.
- Liaise with Senior Staff of National Departments and Statutory Bodies on matters arising out of inspections and investigations.
- Ensure that there is a high-performance culture in the branch with an efficient and effective delivery of inspections/investigations by the Staff.

5. MAJOR DUTIES

- Carry out the duties and responsibilities of a Finance Inspector by the operational guidelines and powers provided by the Public Finances (Management) Act, 2016.
- Prepare work plans and inspection/investigation programs in consultation with Finance Inspectors.
- Coordinate and supervise investigations of fraud and report irregularities
- Review reports relating to inspections and investigations carried out by the branch for quality checks before submission to the Divisional Head.
- Ensure all recommendations relating to inspections/investigation findings are implemented or the stakeholders concerned take appropriate actions.
- Prepare periodical reports on the Activities of the branch and provide administrative support to the Divisional Head on all matters relating to the division
- Liaise with Solicitors General's Office in consultation with the Legal Unit on the recovery of losses.
- Liaise with Police and Courts on cases referred to them and appear as a witness as and when required.
- Maintain a register of recommendations arising from inspections/investigations and monitor the implementation of these recommendations.
- Ensure through inspections/investigations that there is compliance with the PFMA, including all relevant government legislations and laws.
- Drive best practice through maintaining zero tolerance of any unethical conduct or behavior.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to the Divisional Head or First Assistant Secretary- Financial Accountability & Inspection Division on matters arising from Inspections and Investigations Findings/Recommendations or other governance and compliance issues.
- Supervise the Branch Staff
- Consult/Liaise with counterparts or other branch heads as well on work related matters/issues.

(b) External

Liaise with National Departments and Statutory Bodies on matters arising out of inspections and investigations, and take appropriate steps as and when necessary under the relevant legislations.

6.2 WORK ENVIRONMENT

- The position operates within National Government Departments and specialist framework, with a primary focus on the inspection and investigation of financial and administrative operations across the National Government Section. It functions under the legislative authority of the Public Finances (Management)(Amendment) Act and other applicable laws and regulations.
- The working environment is compliance-oriented and requires strong leadership capabilities, advanced technical knowledge in financial inspections, and a high level of integrity to ensure adherence to governance standards and ethical practices.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- PNG Vision 2050
- Fiscal Responsibility Act
- PNG Medium-Term Development Plan
- PNG Medium-Term Strategic Plan (2010 – 2030)
- Gender Equity & Social Inclusion Policy
- Public Finance (Management)(Amendment) Act 2016, Finance Manual and related Instructions and procedures,

- Organic Law on Provincial and Local Level Government Affairs
- Internal Department of Finance Policies and procedures
- Public Service Management Act (2014), Public Service General orders 2012,
- Public Service Business Code of Conduct & Ethics
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Department of Finance Internal Business Process/Policies
- Gender Equity and Social Inclusion Policy
- Current Corporate Plan and Annual Operational Plan.

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

7.2 Decisions:

- Assess, verify and provide advice to the First Assistant Secretary-FAID on matters relating to Inspections/Investigations and other operational matters of the branch.
- Verify all claims for payment that is related to the branch, either logistical payments for inspections/investigations or other operations of the branch and provide claims to FAS-FAID for approval of payment.
- Make Decisions on the Delegation or allocation of task for the NIIB Branch.

7.3 Recommendations:

- Provide recommendations to the First Assistant Secretary-FAID on matters relating the branch.
- Identify, raise or present issues to the First Assistant Secretary and offer or recommend possible resolutions and ways to improve or strengthen the existing systems and processes within the branch, division and the department.
- Assess the performance of the Branch Staff and make recommendations for any new appointments or staff movements.

8. CHALLENGES

- Performing higher role of the First Assistant Secretary-FAID in the absence of the incumbent.
- Assisting the First Assistant Secretary with the overall planning and development of the Divisional Work plan and Budget.
- Keeping up or be informed of any changes in legislations, Acts, and other government policies including the department's internal policies and procedures.
- Limited resources may 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 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. Ensure divisional training is linked to career paths.
- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities. This includes the Integrated Financial Management Systems (IFMS) and Alesco.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- A Master's Degree is desirable or an equivalent of a Degree in Commerce or Accounting, Business Management or related Discipline from a recognized University or Learning Institution.
- Be a registered/certified CPA member or working towards attaining membership status;
- Be a registered member of IIA PNG Chapter;

(b) Knowledge

The desired candidate must possess a solid understanding of the following:

- Public Service (Management) Act 2014 and the Public Service General Order 2012;

- The Public Service Code of Business Ethics and Conduct;
- Public Finances (Management) Act and all related instructions;
- Organic Law on Provincial and Local Level Governments Affairs;
- PNG Medium Term Strategic Plan (2010 – 2030) and PNG Medium Term Development Plan;
- Current Corporate Plan and Annual Plan;
- Comprehensive knowledge of the PNG Public Service system and processes.
- Advanced knowledge of the Integrated Financial Management Systems (IFMS);
- Advanced project management and accounting knowledge;
- In depth knowledge of the ALESCO Payroll System

(c) Skills

- Significant exposure with sound knowledge and understanding of all areas of Government accounting and Information Technology;
- High level of professional communication and interpersonal skills;
- Good communication skills – written and oral;
- Ability to listen, present and persuade at all levels;
- Team Player with good analytical skills and ability to make things happen;
- Proven ability to manage multiple tasks, priorities and ability to meet tight deadlines;
- Ability to train and impart knowledge and skills to subordinates down the line.
- Effective Listening, presentation, and management skills at all levels.

(d) Work Experience

- Substantial amount of work experience and relevant exposure working as a Finance Inspector and or auditor and relevant exposure to the Government Accounting Systems and Operations at the National Departments/Agencies including the Provincial Levels and;
- Possess eight (8) experience at a management level within the Public Sector/Agency.
- Relevant Experience in leading and managing teams in a similar role with similar responsibilities.

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.

