



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**



**1. IDENTIFICATION**

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFFAID.013
<b>OFFICE:</b> Strategy & Governance	<b>DESIGNATION/CLASSIFICATION:</b> Assistant Secretary, Grade 17	
<b>DIVISION:</b> Financial Accountability & Inspections Division	<b>LOCAL DESIGNATION:</b> Assistant Secretary, Prevention Deterrence Branch	
<b>BRANCH:</b> Prevention and Deterrence	<b>REPORTING TO:</b> First Assistant Secretary	<b>SYS. POS. NO:</b> DFFAID 001
<b>SECTION:</b> Prevention and Deterrence	<b>LOCATION:</b> Twin Tower 1, Melanesian Way, Waigani	

**HISTORY OF POSITION**

FILE REF.	DATE VARIATION	OF	DETAILS
	28/11/07		Re-designated/Renumbered/Reclassified from Grade 16 to Grade 17
	June 2013		Renumbered
	December 2017		Transferred from Dept. of Treasury to Dept. of Finance & re-numbered.
	23. 01. 2021		Revise, rename, redesign
	12.07.2024		Renumbered

**2. PURPOSE**

Manage and lead the Prevention and Deterrence Branch (PDB) in the provision of ongoing support and monitoring of Internal Audit Units, as well as the development and implementation of a fraud control policy and fraud prevention strategies throughout government.

**3. DIMENSIONS**

Reports to the First Assistant Secretary – Financial Accountability & Inspections Division (FAID) and oversees all activities of the Branch including staff supervision. The Branch comprises two sections, Fraud and Deterrence, and has a total of six (6) personnel as listed hereunder:

- Principal Fraud Officer (1)
- Senior Fraud Officer (2)
- Principal Prevention Officer (1)
- Senior Prevention Officer (2)

**4. PRINCIPAL ACCOUNTABILITIES**

- An effective administration of the Branch.

- Provide government wide support in terms of prevention strategies that will enhance capacity
- Implement prevention strategies for an enhanced capacity through an internal integrated robust control framework to combat exposure to fraud.
- Monitor effectiveness of fraud prevention strategies.

## **5. MAJOR DUTIES**

- Periodically assess the Internal Audit Unit (IAU) operations to ensure they are adequately resourced and function effectively.
- Engage actively in Public Section Audit Program (PSAP) to ensure IAUs conduct a risk assessment of their organizations and apply base approach to the development of the IAU work plans.
- Engage and consult stakeholders in the development of the National Fraud Control Policy and Guidelines and assist agencies in their implementation including development of fraud awareness training.
- Monitor agencies to ensure compliance with the National Fraud Control Policy and Guidelines.
- Liaise with other stake holders where appropriate, with specific linkage to the Department of Provincial and Local Government Affairs and the Provinces.
- Provide advice and assistance to persons or agencies reporting suspected fraud.
- Prepare and submit to the Divisional Head an annual report on the losses and deficiencies report during the year.
- Deputize the First Assistant Secretary (FAID) on any National Anti-Corruption initiatives.
- Ensure a high performance culture, with efficient and effective service deliver, is practiced by Branch and processes.
- Drive best practice through zero tolerance of any unethical activities or behaviour.
- Perform any other professional services/duties as required by the division/departamental head.

## **6. NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

#### **(a) Internal**

- FAID, Prevention and Deterrence Branch, National Inspections and Investigation Branch, Provincial Inspection and Investigation Branch and Legal Unit.
- Supervise Branch staff.

#### **(b) External**

- Liaise with other Departments and state agencies to provide assistance to strengthen internal controls and implement fraud prevention activities.
- Liaise and coordinate with other Branch Heads and the Legal Unit on issues of fraud including prosecution/recovery.

### **6.2 WORK ENVIRONMENT**

- The position operates under the statutory and governance framework, with primary focus on prevention and deterrence strategies within the public service agencies including national and sub national agencies. Develop and implement national fraud policy to combat corruption in the country.
- The role entails undertaking the fraud awareness strategies within the public service agencies, by engaging with the key stakeholders including government departments/agencies and non-governmental organizations that are advocating the accountability and good governance agendas.
- The position is also responsible for ensuring proper accountability of State assets under the custody of the State Departments and institutions.

## **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 and related Instructions, Acts;
- 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,
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan;
- Government Financial Management System and Financial Procedures;
- National Procurement Act, Policy and Procedures;
- FAID Inspection Manual.

### **7.2 Recommendations:**

- Provide recommendations to the First Assistant Secretary (FAS) on branch matters;
- Raise issues to the First Assistant Secretary (FAS) including possible resolutions and recommendation on ways to improve systems and processes within the branch, division, and department;
- Provide recommendations to the First Assistant Secretary regarding staff appointments and movements.

### **7.3 Decisions:**

- Assess, verify, and provide advice to the First Assistant Secretary (FAS);
- Verify and approve claims for payments;
- Make decisions on delegation/allocation of tasks.

## **8. CHALLENGES**

- Performing higher role of the First Assistant Secretary (FAS) in the absence of the Incumbent;
- Assisting the First Assistant Secretary (FAS) in preparing the Divisional Budget;
- Keeping updated and aware of the changes in legislations, Acts, and internal Policies and Procedures;
- Assisting the First Assistant Secretary to prepare Divisional Annual Work Plan and Report to be completed and submitted to the Minister for Finance through the Secretary by March 31<sup>st</sup> annually;
- Limited resources may constrain resourcing and development of capacity. In addition, gaps created as a result of staff turnover or staff undertaking long-term studies can influence priorities and resource allocation. It is important to be aware of the potential impact of a broad array of resource limitations;
- Contribute effectively 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;

- Ensure 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).

## **QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **Qualifications and Work Experience:**

- Have a Master's Degree in Accounting, Commerce, Business Management or relevant discipline from a recognized University or Tertiary Institution;
- Possess eight to ten (8-10) years of experience at the Management level within the Public Sector/Agency;
- Be a registered/certified CPA member or working towards attaining membership status;
- Exposure working as a Finance Inspector within the Public Sector/Agency;
- Good exposure working in Payroll and Accounts.

### **Knowledge:**

- In-depth knowledge of Public Finances (Management) (Amendment) Act, the Public Services General Orders and, the Organic Law on the Provincial and Local Level Government Affairs;
- Practical knowledge of the operational process of the IFMS;
- Extensive knowledge in Accounts Payable duties;
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- In depth knowledge of the ALESCO Payroll System.

### **Skills and Abilities:**

- Have high level Communication and Interpersonal skills;
- Well-developed analytical skills to support problem solving;
- Ability to produce reports on inspections and investigations;
- Proven ability to lead and manage a team of professionals;
- Strong ability to manage multiple tasks, prioritize and meet deadlines;
- Ability to be highly organized and to respond to pressure;
- Ability to provide effective management advice and client service.

**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.

