



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO:	REF. NO: DFFAID.017
OFFICE: Strategy & Governance	DESIGNATION/CLASSIFICATION: Principal Prevention Officer, Grade 16	
DIVISION: Financial Accountability & Inspections Division	LOCAL DESIGNATION: Principal Prevention Officer	
BRANCH: Prevention & Deterrence Branch	REPORTING TO: Assistant Secretary (PDB) SYS. POS. NO: REF. NO: DFFAID.013	
SECTION: Prevention	LOCATION: Twin Tower 1, Melanesian Way, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	28/11/07	Renumbered/Re-designated/Reclassified from Grade 14 to Grade 16
	June 2013	Renumbered
	December 2017	Transferred from Dept. of Treasury to Dept. of Finance
	23. 01. 2021	Revise, rename, redesign

2. PURPOSE

- To assist the Assistant Secretary (PDB) in engaging with the Public Sector Audit Program (PSAP) through liaison with IACD, as well as the development and implementation of a fraud control policy and fraud prevention strategies throughout government.

3. DIMENSIONS

The Principle Prevention Officer reports to the Assistant Secretary (PDB) and coordinates and manages all activities and staff listed hereunder and within the Prevention section of PDB.

- Senior Prevention Officer (2)

4. PRINCIPAL ACCOUNTABILITIES

- Supports the Assistant Secretary, Prevention and Deterrence Branch through ongoing monitoring and provision of training and support services.
- Provide government wide support in terms of prevention strategies that will enhance capacity to integrate robust internal control frameworks and combat exposure to fraud.

5. MAJOR DUTIES

- Engage stakeholders in consultation regarding the development of the National Fraud Control Policy and Guidelines and assist agencies in their implementation.
- Assist agencies to undertake fraud risk assessments.
- Support the Assistant Secretary (PDB) in the development of fraud awareness training for delivery to National Departments, Provincial Administrations and other state agencies.

- Provide advice and assistance to persons or agencies reporting suspected fraud and where appropriate either investigate or refer for investigation instances of serious fraud with national consequences.
- Monitor National Departments, Provincial Administrations and other state agencies to ensure compliance with the National Fraud Control Policy and Guidelines.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to the Assistant Secretary (PDB)
- Work alongside Senior Prevention Officer, Senior Fraud Officers and Prevention Officers of PDB and other Branches within the Division.
- Liaise / Consult with other staff from within the Division and the Department on fraud prevention and deterrence issues.

(b) External

- Liaise with relevant staff of National Departments and Statutory Bodies regarding inspection and investigation matters.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act, Financial Management Manual and Financial Instructions and Procedures;
- Organic Law on Provincial & Local Level Government;
- Government Financial management systems and procedures.

7.2 Recommendations:

- Provide recommendations to the Assistant Secretary on matters relating to the branch;
- Make recommendations or report to the Assistant Secretary on errors identified on financial reports.

7.3 Decisions:

N/A

8. CHALLENGES

- Keeping update and aware with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- 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;
- 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 include the Integrated Financial Management Systems (IFMS).

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Principal Prevention Officer

25th February 2025

Qualifications and Work Experience:

- Have a Bachelor's Degree in Commerce or Accounting from a recognized University or Learning Institution;
- Be a registered/certified CPA member or working towards attaining membership status;
- Exposure working as a Finance Inspector within public Sector/Agency;
- Have five (5-8) relevant experience in a similar environment.

Knowledge:

- In-depth knowledge of Public Finances (Management) Act, Financial Management Manual and Financial Instructions;
- Advanced knowledge of the Integrated Financial Management Systems (IFMS);
- Organic Law on Provincial and Local Level Governments;
- Advanced project management and accounting knowledge;
- Government financial management systems and procedures.

Skills and Abilities:

- Effective Leadership qualities and potential for senior position within the public sector;
- Good communication skills – written and oral;
- Ability to listen and present and persuade at all levels;
- Good analytical skills and ability to make things happen;
- Keen to learn and able to transfer knowledge and skills to others;
- Able to communicate with Team Leaders and business at different levels;
- Able to prepare briefs and reports to the Team Leader;
- Able to train and handhold subordinates and business users.

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.

