



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.019
<b>OFFICE:</b> Strategy & Governance	<b>DESIGNATION/CLASSIFICATION:</b> Senior Prevention Officer, Grade 14	
<b>DIVISION:</b> Financial Accountability & Inspections Division	<b>LOCAL DESIGNATION:</b> Senior Prevention Officer	
<b>BRANCH:</b> Prevention & Deterrence	<b>REPORTING TO:</b> Principle Prevention Officer <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFFAID.017	
<b>SECTION:</b> Prevention	<b>LOCATION:</b> Twin Tower 1, Melanesian Way, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	29/07/96	Re-designated / Reclassified
	29/10/01	Renumbered
	28/11/07	Renumbered/Re-designated/Reclassified from Grade 12 to Grade 14
	June 2013	Renumbered
	December 2017	Transferred from Dept. of Treasury to Dept. of Finance
	23. 01. 2021	Revise, rename, redesign

2. PURPOSE

To assist and support the Principle Prevention Officer and the Assistant Secretary (PDB) by engaging in 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 Senior Prevention Officer reports to the Principle Prevention Officer and works alongside other Senior Prevention Officers of the Prevention and Deterrence Branch.

4. PRINCIPAL ACCOUNTABILITIES

- Support the Principle Prevention Officer, Prevention and Deterrence Branch to provide 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 and consult with stakeholders regarding the development of the National Fraud Control Policy and Guidelines and assist agencies in their implementation.
- Assist agencies to undertake fraud risk assessments.
- Assist the Prevention and Deterrence Branch in the development of fraud awareness training for delivery to National Departments and Provincial Administrations.

- Monitor National Departments, Provincial Administrations and Statutory Authorities to ensure compliance with the National Fraud Control Policy and Guidelines.

## **6. NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

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

- Report to the Principle Prevention Officer of PDB;
- Work alongside the Senior Prevention and Fraud
- In absence of the Principle Prevention Officer, consult / liaise with the Assistant Secretary (PDB) on fraud prevention and deterrence issues.

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

- Liaise with other National Departments and Statutory Bodies regarding fraud prevention activities.

## **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 Branch Assistant Secretary through the Principle Fraud Officer on matters relating the branch;
- Make recommendations or report to the Assistant Secretary through the Principle Fraud Officer 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**

### **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 Fraud Officer within public Sector/Agency;
- Have five to eight (5-8) years 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.

