



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. 020
<b>OFFICE:</b> Strategy & Governance	<b>DESIGNATION/CLASSIFICATION:</b> Assistant Secretary, Grade 17	
<b>DIVISION:</b> Financial Accountability & Inspection Division	<b>LOCAL DESIGNATION:</b> Assistant Secretary, Provincial Inspections & Investigations (SRO & IRO) Branch	
<b>BRANCH:</b> Southern & Islands Provincial Inspections and Investigations Branch (SIPIIB)	<b>REPORTING TO:</b> First Assistant Secretary, Financial Accountability & Inspections Division	<b>SYS. POS. NO:</b>  <b>REF. NO:</b> DFFAID 001
<b>SECTION:</b> Southern & Islands	<b>LOCATION:</b> Twin Tower 1, Melanesian Drive, Waigani	

### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	29/7/96	Re-designated/Reclassified
	24/10/01	Renumbered
	29/11/07	Renumbered/Re-designated/Reclassified from Grade 16 to Grade 17
	27/09/12	Re-designated
	June 2013	Renumbered
	December 2017	Transferred from DoT to DoF.
	14.07.2025	Revise, rename, redesign

### 2. PURPOSE

To lead and manage the activities of the Southern and Islands Provincial Inspections and Investigations Branch (SIPIIB) to ensure the effective and efficient execution and reporting of inspections and investigations, proper utilisation of resources, and to promote and maintain a strong culture of work ethics and discipline at all times.

### 3. DIMENSIONS

The Assistant Secretary (SIPIIB) reports to the First Assistant Secretary (FAID) and oversees all activities of the Branch, including staff supervision. The Branch comprises of two Sections encompassing the Southern and Islands Regional Offices with a total of ten (10) personnel as listed hereunder:

- Regional Finance Inspectors (2)
- Senior Finance Inspectors (6)
- Administration Assistants (2)

### 4. PRINCIPAL ACCOUNTABILITIES

Administer the inspection and investigation activities in all Provinces of the Southern and Islands Regions. Direct and control inspections and investigations of:

- District Development Authorities;
- Provincial Health Authorities;
- Provincial and Local Level Governments;

- Provincial and District Administrations;
- Provincial and District Finance Offices.

## **5. MAJOR DUTIES**

- Carry out the duties and responsibilities of a Finance Inspector in accordance with the operational guidelines and powers provided by the Public Finances (Management)(Amendment) Act;
- Prepare work plans and inspection/investigation programs in consultation with respective Finance Inspectors from within the Branch;
- Coordinate and supervise inspections and investigations of fraud and reported irregularities;
- Review reports relating to inspections and investigations carried out by the Branch for quality check prior to submission to the Divisional Head;
- Ensure all findings are resolved and appropriate action is taken.
- Prepare periodical reports on the activities of the Branch and provide administrative support to the Divisional Head on all matters;
- Liaise with senior staff of Provincial Administrations, Provincial Governments and Provincial and District Finance Offices, and District Development Authorities on matters arising out of inspections and investigations;
- Liaise with the Solicitor-General's office in consultation with the Legal Unit on the recovery of losses.
- Liaise with Police and the Courts on cases referred to them and appear as a state witness as and when required;
- Maintain a register of recommendations and monitor their implementation;
- Perform any other professional services/duties as required by the division/department head;

## **6. NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

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

- Report and raise issues with the Divisional Head on matters affecting the Branch and/or findings from the inspections and investigations, including other governance or compliance issues.
- Provide management report and recommendations on urgent/sensitive pertaining to the Division duties.
- Consult/liase with counterparts from the Momase and Highlands Provincial Inspections and Investigation Branch on job-related issues.

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

- Liaise with Provincial and Local Level Governments, Provincial and District Administrations and Provincial and District Finance Offices, and District Development Authorities on matters arising out of inspections and investigations, and take appropriate steps where necessary under relevant legislation.
- Liaise with other stakeholders as and when necessary.

### **6.2 WORK ENVIRONMENT**

The role is both technical and administrative that also supervise both the Southern and the Islands regions.

## **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,
- 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,
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

## **7.2 Decisions:**

- Assess, verify, and provide advice to the First Assistant Secretary (FAS) on job related issues;
- Verify and approve claims for payments;
- Make decisions on the delegation/allocation of tasks referred to the Branch by the Divisional Head.

## **7.3 Recommendations:**

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

## **8. CHALLENGES**

- Performing the 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 legislation, Acts, and Internal Policies and Procedures;
- Assist the First Assistant Secretary to prepare the 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 the 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, including the Integrated Financial Management Systems (IFMS).

## **9. QUALIFICATIONS, EXPERIENCES, AND SKILLS**

### **(a) Qualifications**

- Have a Masters Degree in Accounting, Commerce, Business Management, or a relevant discipline from a recognized University or Tertiary Institution;
- Membership of a Professional Accounting Body in PNG/Overseas, eg. CPAPNG, IAPNG;

### **(b) Knowledge**

- Knowledge of the Public Finance (Management)(Amendment) Act, the Public Service General Orders and, the Organic Law on the Provincial and Local Level Government Affairs;
- Practical technical 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;
- Must be a computer literate in Word and Excel.

**(c) Skills**

- Have high-level communication and Interpersonal Skills;
- Well-developed analytical skills to support problem-solving;
- Ability to write reports on findings of the inspections or investigations conducted;
- Proven ability to lead and manage a small team of professionals;
- Strong ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and to respond to pressure;
- Ability to provide effective management advice and client service;
- Demonstrate and practice high levels of integrity, honesty, accountability, respect, and wisdom, and accept responsibility for one's actions at all times.

**(d) Work Experience**

- Possesses eight to ten years of management-level experience within the public sector or government agencies,
- Must have extensive expertise in staff supervision, conducting internal audit, risk management, governance, investigations, and forensic audit practices, as well as strong skills in reporting findings
- Must have experience in the formulation and implementation of Annual Work Plans and the preparation of annual budget estimates.

**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.

