



PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION



Form OD2.7

## 1. IDENTIFICATION

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFFAID.031
<b>OFFICE:</b> Strategy & Governance	<b>DESIGNATION/CLASSIFICATION:</b> Assistant Secretary – Provincial Inspection and Investigation Branch (MRO & HRO), Grade 17	
<b>DIVISION:</b> Financial Accountability & Inspection Division	<b>LOCAL DESIGNATION:</b> Assistant Secretary (MRO & HRO),	
<b>BRANCH:</b> Momase & Highland Provincial Inspections & Investigations Branch (MHPIIB)	<b>REPORTING TO:</b> First Assistant Secretary (FAID)	<b>SYS. POS. NO:</b>  <b>REF. NO:</b> DFFAID.001
<b>SECTION:</b> Momase & Highlands	<b>LOCATION:</b> Twin Tower 1, Melanesian Drive, 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

To lead and manage the operations of the Momase and Highlands Provincial Inspections and Investigations Branch to ensure effective and efficient execution and reporting of inspections and investigations, proper utilization of resources, and also to promote and maintain a strong culture of work ethics and discipline.

## 3. DIMENSIONS

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

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

## 4. PRINCIPLE ACCOUNTABILITIES

Administer the inspection and investigation activities in all provinces of the Momase and Highlands Regions.

Direct and control inspection and investigation 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 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 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, 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 state witness as and when required.
- Maintain a register of recommendations and monitor their implementation.

## **6. NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

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

- Report to the Divisional Head on matters arising from inspections and investigations (e.g. findings, governance, or compliance issues).
- Supervise Branch staff.
- Consult/liase with the counterparts in Southern and Islands Provincial Inspections and Investigation Branch.

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

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

### **6.2 WORK ENVIRONMENT**

- The role is both technical and administrative and also supervise both the Momase and the Highlands 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);
- Verify and approve claims for payments;
- Make decisions on delegation/allocation of tasks.

**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 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) and Alesco.

**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, IIPNG;

**(b) Knowledge**

- Knowledge of the Public Finances (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

**(c) Skills**

- Have high-level communication and Interpersonal Skills;
- Well-developed analytical skills to support problem-solving;
- Ability to produce reports on Accounts and Payroll issues;
- 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 (8-10) 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 contribute to 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.

