

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFFMIP1.001
OFFICE: Level 6 Twin Tower 1	DESIGNATION/CLASSIFICATION: MANAGER	GRADE: 18
DIVISION: FINANCIAL MANAGEMENT IMPROVEMENT PROGRAM	LOCAL DESIGNATION: MANAGER – Financial Management Improvement Program	
BRANCH: FMIP	REPORTING TO: DEPUTY SECRETARY – SUBNATIONAL SYS. POS. NO: REF. NO: DFEX.012	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	18. 02. 2021	Revise, rename, redesign
	24/03/2024	Re-designated according to Re-org

2. PURPOSE

To administer, co-ordinate and support the planning and implementation of government development projects and ensure provide specialist technical (accounting and budgeting) knowledge and support to facilitate the successful implementation of the project design, test and roll-out of the Integrated Financial Management System (IFMS).

3. DIMENSIONS

The Manager FMIP reports to the Deputy Secretary – Operations, and is responsible for overseeing the IFMS Projects and implementing its services to achieve its divisional objectives & Work plans.

4. PRINCIPAL ACCOUNTABILITIES

- To be responsible for planning, organizing, controlling, coordinating and facilitating project design, testing, implementation, enhancement and support of all functional components of the Government Integrated Financial Management Information System (IFMS).
- Coordinating the implementation activities of the Planning and Budgeting Team and support to the IFMS rollout. Provide advice on all Planning and Budgeting related business requirements. Provide a regular communication channel to the business users IFMS Teams.
- People, performance and administration of the Division.
- Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Effectively provide advice and assistance with the development, design, testing, implementation, enhancement and support of all functional components of the Government Integrated Financial Management Information System (IFMS);
- Support the implementation and ongoing support of IFMS to National Agencies, Sub-National Government Bodies (Provinces, District & LLGs), Statutory Bodies and Public Health Authorities;
- Maintain partnership and effectively provide Service Desk support to users and IFMS Teams;
- Provide coaching, training and mentoring of peers, staff and IFMS users;
- Provide support and advice to IFMS team members and system users on all system accounting and budget related issues and activities;
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- Effectively manage and maintain staff attendance and punctuality records, and ensure zero to minimal disciplinary issues, quality work output and positive staff morale;
- Closely supervise and monitor subordinates work performance and assess individual performance through the Staff Performance Appraisal (SPA);
- Effectively manage staff training needs and communicate to the Organizational Strategy Division (OSD) any training programs and ensure it is properly managed and facilitated;
- Effectively coach, train and mentor subordinated Staff to ensure ongoing staff capacity building on the job and knowledge and skills transfer;
- Ensure all subordinate staff, including the Assistant Secretaries and Branch managers are trained and instilled with operational knowledge and understanding of the Integrated Financial Management System (IFMS);
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Deputy Secretary – operations;
- Liaise with all support personnel in the Financial Management System Division and be consistent in implementing of activities according to work plan;
- Maintain liaison with Long Term Advisor to ensure knowledge and skills transfer is effective to assure capacity building of national staff.

(b) External

- Work alongside and in conjunction with Projects Team Leader for the Rollout of FMS;
- Liaise with relevant external stakeholder in relation to activities associated with Financial Management Systems Division.

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
- PFMA 1995 and related Instructions,
- Organic Law on Provincial & Local Level Government
- 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 Recommendations:

- Provide recommendations to the Deputy Secretary - Operations on Divisional Matter regarding IFMS;
- Raise issues to the Secretary through the Deputy Secretary – operations, including possible resolutions and identify and recommend ways to improve systems and process within the branch, division and department;
- Provide recommendation to the Deputy Secretary – operations regarding staff appointments and movement.

7.3 Decisions:

- Assess, verify and provide advice to the Deputy Secretary - Operations;
- Verify and approve claims for payments;
- Make decision on delegation/allocation of tasks.

8. CHALLENGES

- Performing higher role of in the absence of the incumbent;
- Preparing of Divisional Budget;
- Keeping update and aware with the changes in Legislations, Acts, and internal Policies & Procedures;
- Prepare Divisional Annual Work plan and Report to be completed and submitted to Minister for Finance through the Secretary by March 31st 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 study can influence priorities and resource allocation. It is important to be aware of potential impact of a broad array of resource limitation;
- 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 include the Integrated Financial Management Systems (IFMS).

9. QUALIFICATION, KNOWLEDGE, EXPERIENCE AND SKILLS

Qualification and Experiences:

- Bachelor's Degree in Accounting, Commerce, Information Technology or related discipline from a recognized University or Tertiary Institution;
- Have more than ten (10) years relevant work experience in Public Sector/Agency;
- Exposure with IFMS Implementation in the Government Departments and Agencies;
- Project Management Experience, especially in Financial Management and Improvement programs.

Knowledge:

- Knowledge of the Public Finance Management Act, Financial Management Manual and Financial Instructions and Procedures;
- Advanced knowledge of the Organic Law on Provincial and Local-level Government;
- Technical knowledge and exposure with the Integrated Financial Management System (IFMS);
- Knowledge Public Sector/Government financial management system and procedures.

Skills & Abilities:

- Ability to manage and improve financial management systems and practice;

- Ability to manage the roll out and implementation of IFMS to the Government Departments and Agencies;
- Able to communicate with Assistant Secretaries, Managers and department/Agency Heads at different levels;
- Possess Leadership qualities and potential to lead innovation;
- Advanced project management skills;
- Excellent communication skills – written and oral;
- Ability to listen, present and facilitate at all levels;
- Good analytical skills and ability to meet timelines.
- Able to plan, organize and rollout IFMS.

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.

