



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFFMIP.002
OFFICE: LEVEL 6 TWIN TOWER 1	DESIGNATION/CLASSIFICATION: PROJECT TEAM LEADER	Grade: 16
DIVISION: FMIP	LOCAL DESIGNATION: PROJECT TEAM LEADER, FMIP	
BRANCH:	REPORTING TO: FMIP MANAGER	
SECTION:	LOCATION: TWIN TOWER 1 WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Revised according to Re-org

2. PURPOSE

The Project Team Leader is responsible for supporting the FMIP Manager in assisting in the day-to-day coordination and management of tasks related to the IFMS financial system.

3. DIMENSIONS

The Project Team Leader reports to the FMIP Manager – in the FMIP Unit

4. PRINCIPAL ACCOUNTABILITIES

- The Project Team Leader for the IFMS financial systems plays a critical role in supporting the IFMS Manager in ensuring the successful delivery of IFMS financial systems & other projects within the Financial Management System (FMS) Unit.

5. MAJOR DUTIES

- Team Leader: Assist the manager in planning, organizing, and executing all project activities related to the implementation of the IFMS financial system and any other activities within the Unit.
- Task Coordination: Coordinate and schedule project-related tasks, meetings, and activities to ensure timely completion and adherence to project timelines.
- Communication: Facilitate communication among Divisional team members, stakeholders, vendors, and other relevant parties to ensure alignment and collaboration throughout the project.
- Documentation: Maintain project documentation, including project plans, meeting minutes, status reports, risk registers, and other project-related materials to ensure accurate record-keeping and compliance with project standards.
- Stakeholder Management: Assist in managing relationships with key stakeholders, including senior management, department heads, end-users, and external vendors, to ensure their engagement and support throughout the project.

- Resource Coordination: Assist in resource allocation and coordination, including assigning tasks to team members, tracking progress, and ensuring that resources are effectively utilized to meet project objectives.
- Risk Management: Identify and escalate project risks and issues to the project manager, and assist in developing mitigation strategies to address and minimize potential project disruptions
- Quality Assurance: Support the project manager in monitoring project quality standards and ensuring that project deliverables meet the specified requirements and expectations of stakeholders.
- Training and Support: Assist in coordinating training sessions for end-users on how to use the new financial systems effectively. Provide support and guidance to end-users as needed throughout the project.
- Reporting and Analysis: Prepare regular progress reports, status updates, and analysis of project metrics for the project manager and senior management to track project performance and outcomes.
- Assist in the preparation of weekly, monthly and quarterly performance reports and other management information, consistent with Department of Finance Strategic and Annual Operating Plans.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Manager – IFMS
- Liaise with all Department of Finance staff across all divisions.

(b) External

- Liaise with relevant organisations as directed to do so by the IFMS Manager.

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.
- Organic Law on Provincial & Local Level Government
- Fiscal Responsibility Act
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- Public Service (Management) Act and General Orders.
- PNG Medium Term Development Plan
- Gender Equity & Social Inclusion Policy
- Public Service Policies on Accounting, Procedures, Systems and Practices.
- Internal Department of Finance Policies and Procedures

7.2 Recommendations:

- Provide recommendations to the First Assistant Secretary through the Assistant Secretaries (AS) on matters relating the branch;
- Make recommendations or report to the First Assistant Secretary through the Assistant Secretary (AS) possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks;

- Decide on relevant recommendation to be brought to the attention of the First Assistant Secretary (FAS) through the Assistant Secretary AS

8. CHALLENGES

- Assisting the Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware the 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, KNOWLEDGE, EXPERIENCES AND SKILLS

Qualifications and Experience:

- Bachelor Degree or post-graduate qualification in Human Resource Management, Psychology, Strategic Management or related discipline from a recognized university;
- Current registered membership with PNG HRI;
- Minimum of 5-7 years work experience in human resources and similar management roles in a Public Service Agency;
- Significant amount of work experience and exposure in administering, managing Financial Management Projects.

Knowledge:

- In-depth knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Demonstrated knowledge and understanding of a range of human resource issues;
- Advance knowledge in Staff Performance Management and process;
- Good understanding of the ALESCO Payroll System and the Hay Job Evaluation method;
- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting presentations.

Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.



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.