

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION**

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24.9.25

**1. IDENTIFICATION**

AGENCY:	SYS. POSN. NO:	REF. NO:
DEPARTMENT OF FINANCE		DFFMIP.006
OFFICE:	DESIGNATION/CLASSIFICATION:	GRADE:
LEVEL 6 TWIN TOWER 1	ADMINISTRATION OFFICER	12
DIVISION:	LOCAL DESIGNATION:	
FMIP	PROJECTS ADMINISTRATIVE OFFICER _FMIP	
BRANCH:	REPORTING TO:	SENIOR PROJECT OFFICER – FMIP
FMIP	SYS. POS. NO:	
	REF. NO:	DFMIP.005
SECTION:	LOCATION:	
ADMINISTRATION TEAM	TWIN TOWER 1 WAIGANI, NCD	

**HISTORY OF POSITION**

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Revise, rename, redesign according to Re-org

**2. PURPOSE**

To plan, administer and direct all the administration and logistical support to the Financial Management System Division.

**3. DIMENSIONS**

The Administration Officer reports directly to the Senior Project Officer.

**4. PRINCIPLE ACCOUNTABILITIES**

- Planning and directing all administration and logistical support of the Financial Management System Division.
- Organizing and attending to staffing matters including staff entitlements, attendance, training and staff appraisals.
- Maintaining proper records for the office and office vehicles.
- Maintain professional conduct, Confidentiality and ethical Standards.

**5. MAJOR DUTIES**

- Administer and maintain the administrative and logistical support of the Division;
- Timely maintain fixed assets including stationery, equipment's, vehicle etc.
- Efficiently assist, manage and supervise the Project Office and other resources;
- Timely prepare and submit the Division budget to the Division Management;
- Assist manage staff attendance and prepare staff appraisals and disciplinary matters;
- Assist Managers and staff with their office requirements including staff appraisal and attendance records;
- Timely update and Maintain proper filing system for all items under the control of the Division;
- Provide effective and timely assistance with staff monthly and fortnightly entitlements and training;

- Prepare the Project budget in consultation with the First Assistant Secretary-FMSD and submit to the Division Management;
- Review and report to the First Assistant Secretary and maintain proper records;
- Ensure all procurement records are kept properly for audit purposes;
- Assist plan and execute a training plan for all Division staff;
- Provide timely assistance in planning and executing procurement plan for the Division;
- Advise staff on the correct procedures for their entitlements;
- Prepare and submit Division budget after clearance by either the MTM or the First Assistant Secretary-FMSD;
- Maintain proper records on all staffing matters and finances of the Division;
- Maintain database and records for office and office vehicles;
- Maintain Punctuality and attendance, ensuring it is in accordance with the Department's expectations and the Public Services General Orders;
- 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 with the Assistant Secretaries, Managers and First Assistant Secretary;

#### (b) External

- Work alongside all Divisions of the Departments.

## 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 recommendation to Assistant Secretary (AS) through the manager pertaining to nature of correspondences;
- Provide recommendation or report Manager IFMS on errors identified on financial reports.

## 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;
- 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;
- 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 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's Degree in Human Resources, Business Administration/Management or related discipline is favorable;
- Knowledge and exposure working in public Sector/Agency Administration;
- Have five (5) years of relevant experience.

### **Knowledge:**

- In-depth knowledge of Public Finances (Management) Act, Financial Management Manual and Financial Instructions;
- Knowledge of the Organic Law on Provincial and Local Level Governments;
- Public Services (Management) Act and General Orders;
- Government Financial management systems and procedures;
- Advanced knowledge of the operational process of the IFMS;

### **Skills and Abilities:**

- Effective communications skills (Written and Oral);
- Ability in the use of Computer and related application;
- Ability to plan and organize with little or no supervision;
- Able to communicate with Team Leaders and staff of the Project;
- Able to prepare staff attendance and disciplinary charges against staff;
- Able to interpret and explain General Orders and Financial Instructions to staff;
- Behave in an ethical manner and demonstrate personal qualities of honesty, fairness, and professionalism;
- Effective abilities to relate and counsel/ provide advice;
- Demonstrated effective negotiation skills.

**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.

