



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: Department of Finance	SYS. POSN. NO: FIN0000480	REF. NO: DFGOAC.001
OFFICE: 2 nd Floor, Vulupindi HAUS	DESIGNATION/CLASSIFICATION: Director, Grade; 18	
DIVISION: GOAC	LOCAL DESIGNATION: Director – GOAC	
BRANCH: Office of the Director	REPORTING TO: Secretary - DoF	SYS. POS. NO: REF. NO: DFEX.001
SECTION: Office of the Director	LOCATION: Twin Tower 1, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	07.04.2021	Review, revised

2. PURPOSE

To manage, co-ordinate and implement National Government office leasing portfolio, Government office development plans, and the Department of Finance Housing and Homeownership scheme. This also includes the management of National Government iconic buildings like APEC Haus, International Convention Centre, BSP Haus, CGO, Manasupe Haus, Morauta Building & other government owned office building nationwide.

3. DIMENSION

The Director – GOAC reports directly to the Secretary and work alongside Deputy Secretaries and the senior executive management. The Director supervises 3 managers who are responsible for Buisness/General Events, Government Office Development and Government Office Accommodation, Leasing and DoF Housing.

4. PRINCIPLE ACCOUNTABILITIES

- I. Oversee the operations and administrative functions of GOAC, including the management of three (3) branches under this arm;
- II. Provide effective direction and management of Government office accommodation, Office development and housing and assets which is recognized as a critical need in the government and directly impacts on the quality of government service providers, office environment and wellbeing of public servants;
- III. Maintain continuous dialogue and engagement with clients using the APEC and ICC and other national government buildings and venues for event hires ensuring a lasting relationship;
- IV. Lead GOAC Team in developing and establishing Policies that guides the operations of the arm and complies to PSMA, PFMA and the General Orders;

- V. Provide constant update and reports to the Secretary regarding the operations of GOAC;
- VI. Effectively delegate responsibilities to the three (3) branch Managers ensuring work is progressed on a similar achievable goal.

3. MAJOR DUTIES

- Effectively maintain and manage the operations of the 3 branches under GOAC ensuring that relevant policy and statutory regulation governing State asset and events is regulated consistent with PFMA, PSMA & PMMR Act.
- Efficiently management and ensure that maximum benefit is derived from the usage of APEC Haus, ICC, and BSP Haus and similar type State owned infrastructure in future,
- Envision, manage and implement Government Office Accommodation Policy;
- Effectively manage and ensure that events occurring in these venues are accommodated in conducive environment;
- Manage and Coordinate implementation of GOAC operations and decisions;
- Assign and allocate work to GOAC Managers and maintain a regular reporting system by subordinates to ensure compliance to time schedules;
- Ensure that work programs and schedules are implemented as required;
- Maintain and ensure that Secretary DoF and Management Team are informed on GOAC matters as required;
- Manage and ensure that Government Plans for Business general Events, Accommodation, Leasing & DoF Housing and Office Developments projects are implemented;
- Ensure branch managers are responsible for their subordinate's staff conducts itself in accordance with accepted ethical standards.

4. NATURE AND SCOPE

- The Director reports to the Deputy Secretary (operations) and to the Department Secretary who is the Chairman of Government Office Accommodation Committee (GOAC) and has a functional reporting relationship with the GOAC.

5. REPORTING AND WORK RELATIONSHIP

a) Internal

- Consult and liaise with Deputy Secretary Operations, Deputy Secretary Support Services and Deputy Secretary Projects and Deputy Secretary Strategy & Governance for appropriate administrative, technical and assistance in terms of the operation of the office.
- Consult with appropriate FAS, AS, Managers and senior staff in other Divisions and branches on professional matters of mutual interest.
- Liaison with DoF Advisors on work related issues.

b) External

- Finance Minister and Government Office Accommodation Committee members.
- Finance and Treasury department;
- Department of Lands & Physical Planning, Department of Works;
- Government departmental heads, National Capital District Building Board;
- Local Authorities, Statutory Authorities, National Housing Commission;
- PNG Institute of Architect/Institute of Engineers of PNG;
- PNG Institute of Valuers and Land Administrators;
- Consultants Architects, Engineers, Builders and Quantity Surveyors;
- National Procurement Commission, Consultants and Building Contractors.

6. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Director post is equivalent to Deputy Secretary Level in DoF and reports directly to Secretary Department of Finance. It is an executive managerial post which deals with the administration and technical progression of government office redevelopment, property & building management, leasing portfolio, DoF Housing and asset management of iconic office building like the APEC Haus, ICC, BSP Haus and other government owned office building nationwide.

Key legislation and government policies that govern the work of the Department of Finance include:

- Public Finance (Management) Act and related instructions;
- 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;
- Internal Department of Finance Policies and Procedures.

7. CHALLENGES

- Keeping update and aware with the changes in Legislations, Acts, and internal Policies & Procedures;
- 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).
- Appropriate education, as well as continuing education, in the administration, building, property, housing and real estate industry is always a challenge. Professionalism ensuring maintenance in standards and the urgency in facilitating government project decisions is paramount.

8. QUALIFICATIONS, EXPERIENCE & SKILLS

Qualifications and Experiences:

- Master's Degree in Business or Public Administration;
- Degree in Properties, Lands, Architecture/Building, Structural Engineering or related discipline;
- Possess over 15 years work experience in the Public Service/Agency;
- Have over 7 years' experience in senior executive managerial leadership level;
- Possess advanced management experience and can direct responsibilities effectively at the highest level;
- Good property Management Experience in a Public Sector environment;
- Relevant experience in housing, building design, construction and land Administration;
- Exposure working in Contract Administration, expertise in technical and project management is essential,
- Be a member of professional body or recognized institution (Eg. Building, Architect or Engineering Association etc.) in PNG acceptable to DoF.

Knowledge:

- Knowledge of Government procurement and tender process;
- Advanced knowledge of Government Housing and Office Accommodation policies;
- Exposure with Regulations in property, leasing and real estate management;
- Advanced knowledge in Public Office and Accommodation management;
- Land Administration Act, Valuation Act, Physical Planning Act, Building Act and regulations, and other relevant act of parliament;
- Knowledge of the Public Service Management Act, General Orders and Public Finance Management Act.

Skills and Abilities:

- Excellent written and oral (presentation) communication skills;
- Managerial Leadership, good governance and decision making;
- Analytical, problem solving and negotiation skills;
- Possess extensive skills and abilities to develop corporate plans and policies;
- Have good Strategic management, human resource management and reporting skills;
- Effective interpersonal and Public Relations 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.

