



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

<b>AGENCY:</b> Department of Finance	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFGOAC.013
<b>OFFICE:</b> Level 4, Twin Tower 1	<b>DESIGNATION/CLASSIFICATION:</b> Team Leader – Office Accommodation/Leasing	<b>Grade:</b> 16
<b>DIVISION:</b> GOAC	<b>LOCAL DESIGNATION:</b> Office Accommodation/Leasing	
<b>BRANCH:</b> Office Accommodation/Housing	<b>REPORTING TO:</b> Director – GOAC	<b>SYS. POS. NO:</b>  <b>REF. NO:</b> DFGOAC.001
<b>SECTION:</b> Office of the Director	<b>LOCATION:</b> Twin Tower 1, WAIGANI	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
	29.03.2016	Prefix change
	07.04.2024	Reviewed, revised.

2. PURPOSE

Responsible for planning, managing, and optimising the organisation's office space portfolio. This role oversees property leasing activities, workplace planning, office allocation, lease negotiations, and vendor/landlord relationships to ensure cost-effective and operationally efficient accommodation solutions.

3. DIMENSION

The Team Leader – Government Office Accommodation/Leasing reports to the Director – GOAC and oversees all activities within the Government Office Accommodation and leasing with continuous support from subordinate staff.

4. PRINCIPLE ACCOUNTABILITIES

- Effective management of the Government Office Accommodation and Leasing;
- Oversee the formulation and review of policies, work programs, processes, budgeting and financial management of the Government Office Accommodation & Leasing Branch.
- Provide report, liaise with clients/customers and give sound advice to the Director - GOAC on aspect of operations of Government Office Accommodation & Leasing;
- Provide support to the Managers - Government Office Development and Business/General Events;

5. MAJOR DUTIES

- Provide oversight to ensure that the Branch priorities, work plans and programs are fully supported and implemented by the management, division and the department.
- Establish and responsible for policies on both DoF homeownership projects and government office accommodation.

- Ensure that quality conducive office accommodation is available for government department and agencies nation wide;
- Provide efficient allocation of lease premises that are sanctioned by GOAC;
- Ensure that an effective Public Service Government Office Accommodation policy is established, including the Lease Management Database system;
- Provide efficient allocation of office space within government owned building;
- Implement GOAC sanctioned lease rental rates on all government lease
- Ensure rental payments are paid on time and consistent with lease agreement;
- Carry out inspections, termination and renewal of expired leases nationwide for GOACs approval;
- Carry out inspections on government land for DOF Housing
- Identify potential DOF Staff interested for DOF Housing Scheme;
- Liaise with potential developers on housing scheme;
- Liaise with financial institution on housing package;
- Obtain information on house designs, floor plans and affordability prices ranges for houses;
- Coordinate project management of DOF housing development.
- 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;
- 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**

- Reports to the Director – GOAC, Deputy Secretary – Operations (DoF) and liaises with DoF Advisors on work related issues.

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

- Liaises with PM & NEC, DPM, Statutory Departments/Agencies, Commercial banks, NCDC and the Lands & Physical Planning on all matters concerning the work of GOAC.

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

- Public Finance (Management) Act and related instructions;
- Organic Law on Provincial & Local Level Government;
- 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.

## **8. CHALLENGES**

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. 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.
- Department of Finance is operating within limited resources which may constrain, among other things, remuneration options. Other Public Service imposts may, from time to time, similarly 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.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### Qualifications and Work Experience:

- Bachelors Degree in Business Management or Public Policy;
- Minimum of 10-15 years significant amount of relevant work experience;
- Exposure working in a similar role with similar levels of responsibility;
- Hands on experience in the use of CAD software programs;
- Experience in Public Service Office management and development.

### Knowledge:

- Knowledge of the Public Service Management Act;
- Knowledge of Public Service Tendering & Procurement Processes;
- Knowledge of the Land Administration Act, Valuation Act, Physical Planning Act;
- Advanced knowledge of Building Act, regulations, and other relevant act of parliament;
- Management knowledge of Government Office Accommodation and DoF Housing.

### Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Provide intellectual and professional leadership abilities and qualities;
- Effective planning, organization and implementation skills;
- Have skills in management, project development, implementation, monitoring and evaluation;
- Exceptional ability to work well with colleagues and effectively mentor junior staff up the ranks;
- 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.

