



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DOFGOAC.015
OFFICE:	DESIGNATION/CLASSIFICATION: OFFICE ACCOMMODATION OFFICER, GRADE 12	
DIVISION: GOVERNMENT ACCOMMODATION & DEVELOPMENT	LOCAL DESIGNATION: OFFICE ACCOMMODATION OFFICER – OFFICE ACCOMMODATION/LEASING	
BRANCH: OFFICE ACCOMMODATION/LEASING	REPORTING TO: Senior Office Accommodation Officer SYS. POS. NO: REF. NO: DFGOAC.014	
SECTION: APPRAISAL	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	10.03.2025	Revise, rename, redesign

2. PURPOSE

To oversee and support the Government Office Accommodation & Development Division in planning, organizing, directing, and monitoring government office accommodations through effective practices to achieve organizational priorities and objectives.

3. DIMENSIONS

The Office Accommodation Officer reports to the Assistant Secretary - Office Accommodation/Leasing

4. PRINCIPAL ACCOUNTABILITIES

- I. Manage, oversee and implement an effective whole of government office leases
- II. Ensure the allocation and relocation of office spaces are effectively managed to enhance the operations and efficiency of government agencies
- III. Ensure leasing complies to government regulations, financial policies and legal confinements
- IV. Maintain effective communication with government agencies, property owners, managing agents, state legal representatives and regulatory bodies to facilitate smooth lease operations
- V. Monitor leasing budgets, verify rental payments and ensure cost effective leases are in place
- VI. Identify potential leasing risks and mitigate financial and legal challenges and resolve disputes between agencies and landlords
- VII. Ensure Office space quality assurance is maintained
- VIII. Coordination of regular Building Inspections & reports by periodic and on demand request for compliance, safety and maintenance
- IX. Providing accurate and timely reports to Assistant Secretary - Office Accommodation/Leasing
- X. Maintain support to GOAC Secretariat by assisting Senior Accommodation Officer, Assistant Secretary - Office Accommodation/Leasing and Director –GOAD

5. MAJOR DUTIES

- Coordinate Government Office Leasing & Accommodation by ensuring suitable spaces meet operational requirements
- Manage Office rental lease agreements as custodians of all government office leases ensuring compliance and renewal processes are effectively implemented
- Monitor lease expiry and renewals by tracking lease timelines and coordinating timely renewals or relocations to avoid disruptions
- Liaise with Government agencies to assess office support needs, relocation requests and lease related concerns
- Coordinate with Property Owners & Landlords – Negotiate lease terms, rental rates, and ensure compliance with government leasing policies.
- Ensure Compliance with Policies & Regulations – Implement best practices in leasing, ensuring adherence to procurement guidelines and financial regulations.
- Facilitate Lease Payments & Budgeting – Work with the rental payment officer to verify and process rental payments while maintaining financial accountability.
- Conduct Office Inspections & Assessments –ensure office spaces meet safety, functionality, and suitability standards.
- Prepare Reports & Briefings – Provide regular updates to the Senior Accommodation Officer, Manager on leasing status, challenges, and recommendations for improvement.
- Ensuring GOAC meeting agendas are prepared in timely manner, action items are completed in timely manner for the Assistant Secretary - Office Accommodation/Leasing

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Assistant Secretary - Office Accommodation/Leasing;
- Working alongside the Senior Accommodation Officer and Accommodation Officer
- Liaise with all government agencies as directed by the Assistant Secretary - Office Accommodation/Leasing and Director GOAD.

(b) External

- Liaise with relevant organisations as directed to do so by the Assistant Secretary - Office Accommodation/Leasing and Director- GOAD in relation to Government Office Accommodation & Development matters

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

7.2 Recommendations:

- Provide recommendations to the Assistant Secretary - Office Accommodation/Leasing on leasing matters;
- Recommend to the Assistant Secretary - Office Accommodation/Leasing possible resolutions and identify ways to improve government accommodation issues, systems and process within the branch.

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 Assistant Secretary - Office Accommodation/Leasing.

8. CHALLENGES

- Assisting the Assistant Secretary - Office Accommodation/Leasing 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;
- 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 or tools relevant to efficiently undertaking their roles and responsibilities.

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- A diploma or Degree qualification in Project Management, Construction Practice, Properties, Lands, Architecture, or any related discipline from a recognized university;
- Minimum of 5 years' significant amount of relevant work experience in Project Management, Construction Practice, Properties, Lands, Architecture and similar management roles in a Public Service Agency;
- Significant amount of work experience and exposure in administering, managing staff performance.

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 affordable housing
- Knowledge of the Public Service Management Act, Public Service Tendering & Procurement Processes
- Knowledge of the Land Administration Act, Building & Physical Planning Act
- 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;
- Effective Planning, organisation and implementation skills;
- Effective project planning, organization and implementation skills;
- Ability to manage stress and work under pressure.
- Exceptional ability to work well with colleagues and effectively mentor subordinates;

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.