

**PAPUA NEW GUINEA PUBLIC SERVICE****DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION**

Date: 24.09.2025

JOB DESCRIPTION**1. IDENTIFICATION**

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFIAEX.001
OFFICE: LEVEL 9, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: FIRST ASSISTANT SECRETARY – INTERNAL AUDIT & COMPLAINECE DIVISION, GRADE 19	
DIVISION: INTERNAL AUDIT & COMPLIANCE	LOCAL DESIGNATION: FIRST ASSISTANT SECRETARY – INTERNAL AUDIT & COMPLIANCE DIVISION	
BRANCH:	REPORTING TO: DEPUTY SECRETARY – STRATEGY & GOVERNANCE SYS. POS. NO: REF. NO: DFEX.010	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.02.2025	Revised according to DoF Restructure

2. PURPOSE

To provide leadership to, and manage the operations of, the three Branches within the Internal Audit & Compliance Division, which include the Audit Branch, the Investigations Branch, and the Compliance & Governance Branch, ensuring the branches deliver efficiently to meet the objective of the Division, thus contributing to the overall goal of the department.

This position has the mandate as a section 32 officer and is accountable for approving amount of funds up to Fifty Thousand Kina only (K50, 000.00).

3. DIMENSION

The First Assistant Secretary – Corporate Services Division reports to the Deputy Secretary – Strategy & Governance, and oversees the activities of the Branches within the Internal Audits & Compliance Division through four subordinate managerial positions:

- Assistant Secretary – Internal Audit;
- Assistant Secretary – Compliance & Governance;
- Assistant Secretary – Internal Affairs.

4. PRINCIPAL ACCOUNTABILITIES

- Support the Secretary and other senior management in the Department of Finance by ensuring the compliance of divisions through enforcing financial control and discipline, ensuring investigations are conducted in a timely and professional manner and providing advice on the needs of the Department in order to assist with the efficient and effective delivery of the Department's priorities and objectives.
- To encourage and develop audit committees and audit functions within GoPNG agencies as per Section 9 of the PFMA.

- Assist the Deputy Secretary – Strategy & Governance, and the Secretary, through the provision of effective leadership and management of the Internal Audit & Compliance Division.
- Provide guidance and advice to the Assistant Secretaries in the Audit, Investigations, and Compliance & Governance Branches to support their execution and delivery of the agreed priorities of the Division.
- Encourage and oversee the development of new initiatives, reviews of current processes/policies and improve the delivery of Divisional outcomes.
- Overall implementation of Key Result Areas (KRAs) for the Audit Branch, the Investigations Branch, and the Compliance & Governance Branch.

5. MAJOR DUTIES

- Contribute to the overall leadership and management of the Strategy & Governance Wing as directed by the Deputy Secretary – Strategy & Governance in accordance with the Department's strategic plan, and Divisional and Branch work plans.
- Provide direct advice and support to the Secretary Finance and the Department of Finance Audit Committee:
 - Each Department of Finance Audit Committee is attended and full accountability is given for the performance of the division
 - Regular advice is provided to the Secretary in regards to emerging risk issues within the Department of Finance.



Audit Branch:

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- Clear expectations are delivered to the Assistant Secretary – Audit Branch, or any officer performing those duties and minimum agreed performance levels are set
 - Support is given to the Assistant Secretary Audit to complete agreed work plans
 - The Audit work plan is reviewed and endorsed to ensure that the Department is suitably covered in areas of risk.

- Investigations Branch:
 - Clear expectations are delivered to the Assistant Secretary – Investigations Branch, or any officer performing those duties and minimum agreed performance levels are set
 - Support is given to the Assistant Secretary Investigations to complete agreed work plans
 - The Investigation Branch workflow is monitored and regularly reviewed to ensure that requests for investigations are actioned and finalised in a timely manner.
- Compliance & Governance Branch:
 - Clear expectations are delivered to the Assistant Secretary – Governance & Compliance Branch, or any officer performing those duties and minimum agreed performance levels are set
 - Support is given to the Assistant Secretary Governance & Compliance to complete agreed work plans
 - The activities of the Governance & Compliance Branch are reviewed and monitored to ensure that the Audit Committee Program is being implemented and developed.
 - Opportunities are actively sought to expand the Audit Committee Program through GoPNG agencies.
- Support the development of audit functions and audit committees throughout GoPNG:
 - Contacts and relationships are built with professional organisations and donor agencies to both promote audit committees and seek individuals to serve as independent members
 - Relationships are built with counterparts in GoPNG agencies to build and encourage further development of audit functions and audit staff within GoPNG agencies
 - Accurate reporting, support and advice is provided to the Secretary, Finance in relation to the operation of Audit Committees.
- Encourage and facilitate innovation in business processes across the Department (at the Department, Wing, and Divisional levels) and identify initiatives to facilitate improvements in Whole of Government processes.
- Support the Deputy Secretary – Strategy & Governance and participate as a member of the senior executive in the Department to ensure that the Department can achieve the goals set by the National Government.

- Represent the Department as required on relevant boards, supplies & tender's boards and committees.
- Manage the performance of all Assistant Secretaries in the Internal Audit & Compliance Division and provide strategic planning, direction and leadership to ensure that:
 - The Division and Branches are adequately resourced to deliver on their priorities
 - Divisional and Branch staff are appropriately remunerated, trained and have their performance assessed;
 - Divisional and Branch finances are administered effectively, efficiently and diligently;
 - All Finance policies and procedures are adhered to correctly; and
 - The Division and Branches have up to date work plans that are monitored and reported against.
- Deputise for the Deputy Secretary – Strategy & Governance in all aspects of their responsibilities, as required.



6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the Deputy Secretary – Strategy & Governance, and work alongside other Divisional Heads in the Department of Finance.
- Regular liaison and contact with other Department of Finance staff across all Divisions.

(b) External

- Liaison with other government agencies and departments on matters relevant to divisional matters arising or as directed by the Deputy Secretary – Strategy & Governance and the Secretary of Finance.

7. QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

Qualifications and Experiences:

- Master's Degree in Accounting, Economics, Commerce, Human Resource or related discipline from a recognised University within PNG or abroad;
- Ten (10) years' experience in Government Accounting, Audits & Investigations, Financial Management with at least 7 years at managerial levels;
- Experience in Financial Audits, Investigations, and Administrative responsibilities with compliance to department and government wide policies and/or legislation;
- Exposure in IFMS, Government payroll/ALESCO, and Payroll Audits & Investigations;
- Efficient in leading team of professionals in achieving corporate objectives of the department as outline in annual and corporate work plans;
- Exposure in managerial roles with similar levels of responsibility;
- Experience in public financial reporting.

Knowledge:

- Knowledge of the Public Finances (Management) Act, Public Service General Orders, Organic Law on Provincial and Local Level Government;
- Knowledge of public sector/agency auditing & investigations;
- Knowledge of other laws that governs the operations of the department;
- Knowledge of communication at the management level, internally and externally (department heads – Treasury, DPM, PM&NEC, National Planning etc.);
- Extensive knowledge of government administration and management practices;
- Comprehensive knowledge of PNG Public Service Systems and practices;
- In depth knowledge of the ALESCO/Ascender Payroll System.

Skills and Abilities:

- High level of Communication and Interpersonal Skills;
- Ability to produce reports on Accounting, Financial and Payroll issues;

- Proven ability to lead division and manage team of professionals;
- Ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and manage pressure to produce results;
- Well-developed analytical skills to support problem solving;
- Ability to identify development needs and building the capacity and capability of the division;
- Ability to provide effective management advice to external clients.

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.

STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

I (insert employee name) have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the role of **First Assistant Secretary – Internal Audits & Compliance Division, Grade 19**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name: Date:.....

Employee Signature:..... (Print)

Supervisor Name:..... Date:.....

Supervisor Signature;..... (Print) Supervisor Title:.....

Department Head Name:..... Date.....

Department Head Signature:..... Division Head Title:.....

