PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	**SYS. POSN. NO:**	**REF. NO:** DFICT.001
OFFICE: LEVEL 3, TWIN TOWER 1	**DESIGNATION/CLASSIFICATION:** FIRST ASSISTANT SECRETARY, GRADE 19	
DIVISION: INFORMATION COMMUNICATION & TECHNOLOGY	**LOCAL DESIGNATION:** FIRST ASSISTANT SECRETARY – ICTD	
BRANCH:	**REPORTING TO:** DEPUTY SECRETARY - OPERATIONS **SYS. POS. NO:** **REF. NO:** DFEX.006	
SECTION:	**LOCATION:** TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Revised

2. PURPOSE

To provide leadership and manage the operations of the three Branches within the Information Communication & Technology Division, which include the Application Support, Infrastructure and Digital Services 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, accountable for approving amount of funds up to Fifty Thousand Kina only (K50, 000.00).

3. DIMENSION

The First Assistant Secretary – ICTD reports to the Deputy Secretary – Operations, and oversees the activities of the Branches within the Financial Controls Division through four subordinate managerial positions and two support positions:

- Assistant Secretary – Applications Support;
- Assistant Secretary – Infrastructure;
- Assistant Secretary – Digital Services.

4. PRINCIPAL ACCOUNTABILITIES

- Support the Secretary and other senior management in the Department of Finance by ensuring the provision of efficient, effective, reliable and secure IT and communication services in order to assist with the efficient and effective delivery of the Department's priorities and objectives.
- To create, manage and maintain robust, efficient and user friendly ICT systems within the Department
- Assist the Deputy Secretary – Support Services and the Secretary, through the provision of effective leadership and management of the Information Communication & Technology Division.
- Provide guidance and advice to the Assistant Secretaries in the Technical Support Services and Core Application Support 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 Technical Support Services Branch and the Core Application Support Branch.

5. MAJOR DUTIES
- Contribute to the overall leadership and management of the Operations Wing as directed by the Deputy Secretary – Operations in accordance with the Department's strategic plan, and Divisional and Branch work plans.
- Core Application Support Branch;
  - To prepare and present proposals relating to new technology and service innovation;
  - Terms of references are investigated, discussed and agreed for projects;
  - Ensure project schedules are established for the evaluation of new hardware and configuration planning to meet government needs;
  - Ensure standards for the development of project documentation are adhered to;
  - Ensure availability and evaluation of applications software is undertaken in a timely manner To meet user requirements;
  - Ensure a consistent approach is evidenced with regard to programming standards, techniques, methods and software development aids ;
  - Ensure standards of system analysis and design are consistently high and methodical
  - Provide reviews of existing systems, software packages, utilities and ensure recommended
  - changes to improve efficiency are undertaken on a programmed basis
  - Assist with the establishment and maintenance of project costing procedures and ensure use of such procedures and NPV's and DCF's for projects to drive priority setting are considered prior to seeking approval for full development
  - Select project(s) for post implementation evaluation in conjunction with the Deputy Secretary;
  - Support Services. Allocate staff for these evaluations and take actions as necessary.
- Digital Services Branch
  - Analyse the department's current operations and identify areas for improvement through digital technology;
  - Design and execute digital strategies, implement new technologies like cloud computing, data analytics and AI;
  - Manage the change process processes to ensure seamless integration of these new practices into the department, ultimately aiming to enhance business performance and user experience through digital solutions;
  - Monitor and manage the operational requirements of systems, processes, work flows under the digital transformation branch;
  - Managing and optimizing digital tools, platforms, and processes to ensure smooth workflows
  - Using tools to analyse and evaluate business process performance identifying areas for improvement and implement key digital transformation strategies to enhance efficiency and productivity.
  - Provide support to the First Assistant Secretary with overall management and planning activities for digital transformation.
  - Provide the means for management to view data in real-time, understand the trends so they can make decisions based on the insights from the data;
  - Oversee the providence of technical support and advice on all Planning and Budgeting related business requirements for the digital branch

- Technical Support Services Branch:
  - To provide efficient IT project management to effectively implement key services within the Department, Regional Offices, Provincial and District Treasuries and to other agencies
  - To provide IT support as required to the four Regional Offices of the Department
  - To fulfil a supervisory role ensuring that staff and users, adhere to installation standards
  - Ensure internal policy and procedure is developed and implemented to control computer usage standards within the Department

- To provide regular training programs to new and existing staff to maximise their capacity in using existing technology and efficiency in the use of all software utilised within the Department
- To monitor and maintain the departmental public website and Intranet services for access by all departmental officers
- Ensure allocation of financial, technical and human resources is undertaken after careful consideration.
- Prepare and present monthly, quarterly and annual reports on the activities of the Information Communication and Technology Division, reflecting progress on the Divisional annual work plan
- Support the Deputy Secretary – Support Services 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 and committees
- Manage the performance of all Assistant Secretaries in the Information Communication & Technology 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 – Support Services in all aspects of their responsibilities, as required.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal
- Reports to the Deputy Secretary – Operations, and work alongside other Divisional Heads in the Department of Finance.
- Direct Management of the Assistant Secretary – Application Support, Infrastructure and the Digital Services Branch.
- 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 – Operations and the Secretary of Finance.

7. QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

Qualifications and Experiences:
- Master's Degree or equivalent in Computer Science, Information Systems, engineering or related discipline from a recognised University within PNG or abroad;
- Ten (10) years' experience in Government ICT Systems, Software administration with at least 7 years at managerial levels;
- Experience in database management, IT software configuration, Financial Management & Reporting in compliance with legal mandates;
- Exposure in IFMS, Government payroll/ALESCO, ICT issues troubleshooting;
- Efficient in leading team of professionals in achieving corporate objectives of the department;
- Exposure in managerial roles with similar levels of responsibility and knowledge of public finance and reporting.

Knowledge:

- Knowledge of the Public Finances (Management) Act, Public Service General Orders, Organic Law on Provincial and Local Level Government;
- 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 finance administration and management practices;
- Comprehensive knowledge of PNG Public Service Systems and practices.

Skills and Abilities:

- High level of Communication and Interpersonal Skills;
- 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.

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.

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION
Date 24 /9 /25