

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFICT.004
OFFICE: LEVEL 3, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY APPLICATIONS SUPPORT, GRADE 17	
DIVISION: INFORMATION COMMUNICATION & TECHNOLOGY	LOCAL DESIGNATION: ASSISTANT SECRETARY – Applications Support Branch	
BRANCH: Application Support	REPORTING TO: FAS ICT SYS. POS. NO: REF. NO: DFICT.001	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
		EXISTING

2. PURPOSE

The Assistant Secretary – Applications Support is required to coordinate Branch support to immediate subordinates to achieve the Department's objectives by ensuring:

- Configurations, implementation and user support of Alesco and IFMS
- Effective back end financial systems support
- Monitoring and management of financial systems in accordance with the requirements of the Government and or other authorized bodies.

3. DIMENSIONS

The Assistant Secretary reports to the First Assistant Secretary (FAS) ICTD and work closely with other assistant secretaries within the division.

4. PRINCIPAL ACCOUNTABILITIES

- I. Provide to the First Assistant Secretary with overall management and planning activities for the Application Support branch
- II. Oversee the providence of technical support and advice on all planning and budgeting related business requirements for the migration and eventual upgrade of IFMS in the Technology One SaaS cloud
- III. Oversees the efficient rollout of changes to the systems under the custody of the department.

5. MAJOR DUTIES

- Lead the team to administer the cloud hosted IFMS system in cloud
- All applications hosted on-prem and cloud are supported
- Plan and prioritize tasks and projects

- Manage and coordinate all activities for the Application branch and provide appropriate reporting and advice to the First Assistant Secretary –ICTD.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the First Assistance Secretary and other team members in the Application Support;
- Work alongside Assistant Secretaries for Infrastructure and Digital Services on matters related to cloud and on-prem hosted applications
- Liaise with DoF Advisors on work related issues.

(b) External

- Liaise with all government departments/agencies, private agencies/companies and general public in relation to DoF cloud and on-prem hosted applications
- Liaise and work closely with stakeholders, clients and service providers.

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 FAS -ICTD on branch matters;
- Recommend to FAS –ICTD possible resolutions and identify ways to improve issues, systems and process within the branch, division and department

7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks to support staff;
- Decide on relevant recommendation to be brought to the attention of the FAS -ICTD

8. CHALLENGES

- Balancing operational responsibilities with project work and strategic initiatives
- Staying updated with evolving technologies and best practices in infrastructure administration
- Addressing security vulnerabilities and ensuring compliance with regulations and standards

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- A first degree in Information Technology, or Computer Science with an appropriate major a recognized institution;
- Minimum of ten (10) years relevant work experience in a complex networked environment
- At least five (5) years in a management field.
- Possess relevant Industry certifications in:

- Enterprise servers and Storage Networking
- Microsoft windows and Linux operating systems
- IT Security

Knowledge:

Must possess a high level of

- Acceptable industry standards in all areas of the profession;
- Financial Management Procedures, policies and systems;
- Organic law on Provincial and local level Government;
- In-depth knowledge of the Public Service Management Act and the General Orders.

Skills and Abilities:

Possess in the network systems and services industry the ability to demonstrate proficiently the following:

- Research in new Technologies and applications that pervade the IT industry
- Analytical and diagnostic skills
- Interpretation of technical parlance
- Good oral and written communication skills
- High level of communication and interpersonal skills
- Well-developed problem solving, report writing and planning skills
- Management and leadership skills
- Public Relations skills
- Must be a team player

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.

