



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION
Date: 24.9.25

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFICT.013
OFFICE: LEVEL 3, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: TEAM LEADER, GRADE 16	
DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY	LOCAL DESIGNATION: TEAM LEADER IFMS IMPLEMENTATION	
BRANCH: APPLICATIONS SUPPORT	REPORTING TO: ASSISTANT SECRETARY -APPLICATION SUPPORT SYS. POS. NO: REF. NO: DFICT.004	
SECTION: APPLICATION SUPPORT	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Revised & Redesigned

2. PURPOSE

This role provides overall direction, management and leadership to the Implementation section. The role ensures effective and efficient oversight of specialist technical (accounting and budgeting) knowledge and support to facilitate the successful design, test and roll-out of the IFMS system.

3. DIMENSION

The Team Leader IFMS Implementation reports to the Assistant Secretary – Application Support (AS) and oversees and manages the Implementation Section.

4. PRINCIPLE ACCOUNTABILITIES

- I. Provide support to the Assistant Secretary with overall management and planning activities for the IFMS system rollout.
- II. Responsible for the planning, organizing, controlling, coordinating and facilitating system design, testing, implementation, enhancement and support of all functional components of the Government Integrated Financial Management System (IFMS).
- III. Lead in the Coordination and implementation of the Planning and Budgeting Team's activities including the IFMS rollout.
- IV. Oversee the provision of technical support and advice on all Planning and Budgeting related business requirements whilst also providing a regular departmental wide communication channel to the business users of IFMS.
- V. Represent the Branch/section as required to promote the Branch/section and Departmental objectives and priorities.

5. MAJOR DUTIES

- Lead team and prepare work schedules and action plans for subordinate staff to implement and execute in Implementing IFMS for new agencies.
- Manage and coordinate all activities for the Implementation section and provide appropriate reporting and advice to the relevant Assistant Secretary.
- Oversee the provision of technical advice and assistance with the development, design, testing, implementation, enhancement and support of all functional components of the Government Integrated Financial Management System (IFMS).
- Oversee and manage all activities of the Implementation section whilst providing advice and assistance to subordinate staff.
- Take an active role in the implementation of IFMS and provide ongoing support thereafter to the National Agencies, Sub-National Government Bodies (Provinces, District & LLGs) and Statutory Bodies.
- Ensure the provision of effective technical support and advice to IFMS Implementation team members and system users on all system accounting and budget related issues and activities.
- Ensure subordinate staff is trained and instilled with operational knowledge and understanding of the Integrated Financial Management System (IFMS);
- Ensure effective leadership, management and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- 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 GOs.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaises closely with Assistant Secretary – Application Support Branch;
- Working alongside Manager Cloud Services and Manager Application Support whilst ensuring direct management and oversight of the entire Implementation section.
- Works with other staff within the Department of Finance in matters concerning the IFMS.

(b) External

- Liaises with relevant external stakeholders in relation to activities or issues with IFMS.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

Key legislation and Government policies that govern the work of Department of Finance include:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- PNG Vision 2050
- 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 regarding Branch matters,
- Recommend to the Assistant Secretary, 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;

- Decide on relevant recommendation to be brought to the attention of the Assistant Secretary

8. CHALLENGES

- Assisting the Assistant Secretary with planning and development of Branch Work plan and Divisional Budget;
- Keeping update and aware 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 IT or other tools relevant to efficiently undertaking their roles and responsibilities. This includes the Integrated Financial Management Systems (IFMS).

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experience:

- A Bachelor Degree or Postgraduate qualifications in Accounting, Business Management, Information Technology or a related discipline from a recognized university.
- Possess 10-15 years' significant work experience in the private sector or public sector agency.
- A substantial amount of work experience and relevant exposure to government accounting systems and operations at the National and Provincial level.
- Relevant experience in leading and managing teams in a similar role with similar responsibilities.

Knowledge:

The desired candidate must possess a solid understanding of the following:

- Public Service (Management) Act 2014 and the Public Service General Orders 2012.
- The Public Service Code of Business Ethics & Conduct.
- Public Finance (Management) Act and all related instructions.
- Organic Law on Provincial and Local-level Government.
- PNG Medium Term Strategic Plan (2010 – 2030) and PNG Medium Term Development Plan.
- Current Corporate Plan and Annual Operational Plan.
- Comprehensive knowledge of the PNG Public Service systems and processes.

Skills and Abilities:

- Significant exposure with sound knowledge and understanding of all areas of Government accounting and Information Technology.
- High level of professional communication and interpersonal skills.
- Effective listening, presentation, management and persuasion skills at all levels.
- Team player with good analytical skills.
- Proven ability to manage multiple tasks, prioritize and meet tight deadlines.

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.

