



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**



**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b> DFICT.018
<b>OFFICE:</b> LEVEL 3, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> ASSISTANT SECRETARY, GRADE 17
<b>DIVISION:</b> INFORMATION & COMMUNICATION TECHNOLOGY	<b>LOCAL DESIGNATION:</b> ASSISTANT SECRETARY – INFRASTRUCTURE
<b>BRANCH:</b> INFRASTRUCTURE	<b>REPORTING TO:</b> FIRST ASSISTANT SECRETARY <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFICT.001
<b>SECTION:</b> INFRASTRUCTURE	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
	24.03.2025	Re-designated

**2. PURPOSE**

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

To ensure that the sections under the responsibility of the infrastructure branch perform their functions to deliver according to their work plans guided by the corporate plan

- Implementation of high availability of all networked services under the support of ICTD, and fully operational at optimal levels.
- Installation, configuration and maintenance of the networked information systems
- Procedural, inventory, network designs documentations are on routine
- Secured network services promoting effective cyber security

**3. DIMENSIONS**

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

**4. PRINCIPAL ACCOUNTABILITIES**

- I. Monitor and manage the operational requirements of the Infrastructure branch
- II. Coordination of staff assignments, desktop, network, security and data centre operations and telecommunications activities
- III. Oversees the efficient rollout of changes to the system under the custody of the department.

**5. MAJOR DUTIES**

- Lead and manage the data centre, networks, desktop and security teams
- Plan and prioritize tasks and projects
- Ensure the data centres under the custodian of DoF are operational at optimal level
- Ensure network and desktop tasks are successfully executed
- Ensure the DoF LANs are secured
- Ensure Disaster recovery plans are validated and functional

## **6. NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

#### **(a) Internal**

- Liaise closely with the First Assistance Secretary and other team members in the infrastructure branch;
- Work alongside Assistant Secretaries for Application Support and Digital Services on matters related to infrastructure
- 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 infrastructure.
- 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, and/or Computer Science or post graduate degree with an appropriate major at 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.

