



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

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

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	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 in 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.

