



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.019
OFFICE: LEVEL 3, TOWER 1	DESIGNATION/CLASSIFICATION: TEAM LEADER, GRADE 16	
DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY	LOCAL DESIGNATION: TEAM LEADER DATA CENTRE	
BRANCH: INFRASTRUCTURE	REPORTING TO: ASSISTANT SECRETARY SYS. POS. NO: REF. NO: DFICT.018	
SECTION: INFRASTRUCTURE	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Re-designated

2. PURPOSE

The Team Leader – Data Center oversees the operation, security, and maintenance of the organisation's data center infrastructure. The role ensures high availability of servers, storage, network equipment, power systems, and environmental controls. It provides leadership to the data center team, coordinates maintenance activities, and ensures compliance with operational standards and best practices.

3. DIMENSIONS

The Team Leader Data Centre reports to the Assistant Secretary (AS) Infrastructure and work closely with other managers in the infrastructure branch.

4. PRINCIPAL ACCOUNTABILITIES

- I. Monitor and manage the operational requirements of the data centres under ICTD;
- II. Regular monitoring and updating of server services;
- III. Conduct regular maintenance to servers in the data centres including tests on backup plans

5. MAJOR DUTIES

- Lead and manage the data centre(s), interconnects teams
- Plan and prioritize tasks and projects
- Ensure the data centres under the custodian of DoF are operational at optimal level
- Monitor maintenance or repairs done on server infrastructure conforming to current standards and best practices
- Ensure Disaster recovery plans are validated and functional

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with the Assistance Secretary infrastructure and other team members in the infrastructure branch;
- Work alongside managers in 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 data centres.
- 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 AS -infrastructure on data centre 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 AS -Infrastructure

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 five (5) years relevant work experience in a complex networked environment
- At least two (2) years in a management field.
- Possess relevant Industry certifications in:
 - Enterprise servers and Storage Networking
 - Microsoft windows and Linux operating systems
 - IT Security
 - Cloud technology

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.

