PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFICT.024
OFFICE: LEVEL 3, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: TEAM LEADER, GRADE 16	
DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY	LOCAL DESIGNATION: TEAM LAEDER – NETWORKS	
BRANCH: INFRASTRUCTURE	REPORTING TO: ASSISTANT SECRETARY – INFRASTRUCTURE 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	Revised-Re-designated

2. PURPOSE

- The Team Leader – Network is responsible for managing the organization's network operations, guiding the network team, and ensuring high availability, performance, and security of all network infrastructure. This role requires both technical expertise and strong leadership skills to support business continuity and future network growth.

3. DIMENSIONS

The Team Leader Network reports to the Assistant Secretary –Infrastructure and work closely the other managers in the branch as well as with members in the networks section.

4. PRINCIPAL ACCOUNTABILITIES

I.   Provide support to the Assistant Secretary with overall management and planning activities for the network infrastructure.
II.   Responsible for the planning, organizing and installation of the network infrastructure in support of the rollout of IFMS access.
III. Monitor and manage the network infrastructure operability in a timely manner;
IV.   Lead in the maintenance or repair of network nodes at district or LLG locations.
V.   Assist in the regular maintenance of network nodes including tests on backup plans
VI.   Monitor maintenance or repairs done on server infrastructure conforming to current standards and best practices
VII. ICT policies and procedures are adhered to and in keeping with good practice and assisting in the implementation of new procedures.

5. MAJOR DUTIES

- 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

- Prepare work schedules and action plans for subordinate staff to implement and execute.
- Manage and coordinate all activities for the Implementation section and provide appropriate reporting and advice to the Assistant Secretary.
- Oversee the providence of technical advice and assistance with the development, design, testing, implementation, enhancement and support of all functional components of the network infrastructure;
- Take an active role in providing coaching, training and mentoring of subordinates
- Ensure the providence of effective technical support and advice to the network team
- 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 manage and maintain staff attendance and punctuality records, and ensure zero to minimal disciplinary issues, quality work output and positive staff morale;
- Closely supervise and monitor subordinates work performance and assess individual performance through the Staff Performance Appraisal (SPA);
- Effectively coach, train and mentor subordinated Staff to ensure ongoing staff capacity building on the job and knowledge and skills transfer;
- Ensure Disaster recovery plans are validated and functional

6. NATURE AND SCOPE

WORKING RELATIONSHIP

(a) Internal
- Liaise closely with the other team members in the infrastructure branch;
- Work alongside managers in matters related to infrastructure

(b) External
- Liaise with all government departments/agencies, private agencies/companies and general public in relation to DoF network 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 Assistant Secretary regarding network infrastructure matters;
- Recommend to AS –infrastructure possible resolutions and identify ways to improve issues, systems and process within the branch, division and department

7.3 Decisions:

- Provide insights and make suggestions 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;

- Staying updated with evolving technologies and best practices in infrastructure administration
- Addressing security vulnerabilities and ensuring compliance with regulations and standards
- 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 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.

9.   SKILLS AND EXPERIENCE

Qualifications and Work Experience:
- A first or postgraduate degree in Information Technology, or an appropriate major from recognized institution;
- Minimum of five (5) years relevant work experience in a complex networked environment; two (2) of which are in management position
- Possess relevant Industry certifications in:
  - Enterprise servers and Storage Networking, Cisco
  - IT Security & Cloud technology

Knowledge:
- 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:

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

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.

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION
Date: 24. 9. 25