



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFICT.029
OFFICE: LEVEL 3, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: TEAM LAEDER, GRADE 16	
DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY	LOCAL DESIGNATION: TEAM LAEDER - ICT SECURITY	
BRANCH: INFRASTRUCTURE	REPORTING TO: ASSISTANT SECRETARY – INFRASTRUCTURE SYS. POS. NO: REF. NO: DFICT.018	
SECTION: SECURITY	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Re-designated

2. PURPOSE

The Team Leader – ICT Security is responsible for leading and managing the organisation's cybersecurity operations, ensuring the confidentiality, integrity, and availability of information systems. The role oversees security monitoring, incident response, risk assessments, policy enforcement, and the performance of the ICT security team. This position combines technical expertise, leadership, and strategic planning to strengthen the organisation's cybersecurity posture.

3. DIMENSION

The ICT Security Manager reports to the Assistant Secretary – Infrastructure and oversees and manages the ICT Security Section.

4. PRINCIPLE ACCOUNTABILITIES

- I. Monitor and manage the operational requirements of Information and Infrastructure Security of the systems under the support of ICTD
- II. Establish routine activities to monitor the activities of the applications and financial systems established under the support of ICTD
- III. Provide support to the Assistant Secretary with overall management and planning activities for security.
- IV. Monitor compliance of information security policies and procedures.
- V. Secures an Information Technology infrastructure that provides reliable, measurable, consistent and responsive enterprise network servers
- VI. Conduct periodic vulnerability and security risk assessment of the ICT infrastructure
- VII. Represent the Branch/section as required to promote the Branch/section and Departmental objectives and priorities.

5. MAJOR DUTIES

- Prepare work schedules and action plans for subordinate staff to implement and execute.
- Manage and coordinate all activities for the ICT security section and provide appropriate reporting and advice to the Assistant Secretary.

- Oversee and manage all activities of the ICT security section whilst providing advice and assistance to the ICTD staff.
- Take an active role in providing coaching, training and mentoring of peers, staff and DoF users.
- Ensure the provision of effective technical support and advice to the infrastructure team members and system users.
- 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 manage staff training needs and communicate to the Organizational Strategy Division (OSD) thru the AS any training programs and ensure it is properly managed and facilitated;
- Effectively coach, train and mentor subordinated Staff to ensure ongoing staff capacity building on the job and knowledge and skills transfer;
- Ensure subordinate staff is trained and instilled with operational knowledge and understanding of the intricate security of the infrastructure and its internal data;
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaises closely with Assistant Secretary – Infrastructure Branch;
- Working alongside Managers Data Center and Network whilst ensuring direct management and oversight of the entire ICT security section.
- Works with other staff within the Department of Finance in matters concerning the ICT security.

(b) External

- Liaises with relevant external stakeholders in relation to activities or issues associated with ICT security.

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 (AS).

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.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experience:

- A bachelor's degree or Postgraduate qualifications in Information Technology or a related discipline from a recognized university.
- Possess five (5) years significant work experience in the private sector or public sector agency.
- 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.
- Ability to impart knowledge and skills to subordinates down the line.

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.

