



PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFICT.030
OFFICE: LEVEL 3, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: SECURITY SPECIALIST, GRADE 15	
DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY	LOCAL DESIGNATION: SECURITY SPECIALIST – ICT SECURITY	
BRANCH: INFRASTRUCTURE	REPORTING TO: TEAM LAEDER ICT SECURITY SYS. POS. NO: REF. NO: DFICT.029	
SECTION: SECURITY	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Existing & Re-designated,

2. PURPOSE

The ICT Security Specialist is responsible for protecting the organization's information systems by designing, implementing, and maintaining security controls, monitoring threats, and responding to security incidents. This role ensures the confidentiality, integrity, and availability of ICT assets while supporting compliance with internal and external security requirements.

3. DIMENSION

The ICT Security Specialist reports to the Team Leader ICT Security – Infrastructure

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 ICT Security Manager with overall management and planning activities for security.
- IV. Monitor compliance of information security policies and procedures.
- V. Conduct periodic vulnerability and security risk assessment of the ICT infrastructure

5. MAJOR DUTIES

- Plans activities based on the ICT security work plan
- Assist in the management and coordination of all activities for the ICT security section and provide appropriate reporting and advice to the ICT Security Manager.
- Ensure the provision of effective technical support and advice to the security team.
- 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 ICT Security Manager – ICT Security whilst working alongside ICT security officers
- 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 ICT Security Manager 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 ICT Security Manager 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 Degree in Information Systems/Computer Science or in related fields
- Five (5) years significant work experience within the last five years performing network security analysis using industry standard security vulnerability analysis tools
- Experience administering Unix/Linux/windows operating systems and monitoring/administering Intrusion Detection/prevention Systems
- ICT security or Cyber security certification is an added bonus

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.

