



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

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| AGENCY: DEPARTMENT OF FINANCE | SYS. POSN. NO: | REF. NO: DFICT.033 |
| OFFICE: LEVEL 3, TWIN TOWER 1 | DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY –GRADE 17 | |
| DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY | LOCAL DESIGNATION: ASSISTANT SECRETARY -DIGITAL SERVICES | |
| BRANCH: DIGITAL SERVICES | REPORTING TO: FIRST ASSISTANT SECRETARY – ICTD SYS. POS. NO: REF. NO: DFICT.001 | |
| SECTION: DIGITAL SERVICES | LOCATION: TWIN TOWER 1, WAIGANI | |

HISTORY OF POSITION

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

2. PURPOSE

Analyzing the department's current operations, identifying areas for improvement through digital technology, designing and executing digital strategies, implementing new technologies like cloud computing, data analytics and AI. Managing the change processes to ensure seamless integration of these new practices into the department, ultimately aiming to enhance business performance and user experience through digital solutions.

3. DIMENSION

The Assistant Secretary Digital Services reports to the First Assistant Secretary –ICTD and oversees and manages within the Digital Services branch.

4. PRINCIPLE ACCOUNTABILITIES

- I. Monitor and manage the operational requirements of systems, processes, work flows under the digital transformation branch.
- II. Managing and optimizing digital tools, platforms, and processes to ensure smooth workflows
- III. Using tools to analyze and evaluate business process performance identifying areas for improvement and implement key digital transformation strategies to enhance efficiency and productivity.
- IV. Provide support to the First Assistant Secretary with overall management and planning activities for digital transformation.
- V. Provide the means for management to view data in real-time, understand the trends so they can make decisions based on the insights from the data;
- VI. Oversee the providence of technical support and advice on all Planning and Budgeting related business requirements for the digital branch
- VII. Represent the Branch/section as required to promote the Branch/section and Departmental objectives and priorities.
- VIII. Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Prepare work schedules and action plans for subordinate staff to implement and execute.
- Manage and coordinate all activities for the Digital Services branch and provide appropriate reporting and advice to the First Assistant Secretary.

- Oversee the providence of technical advice and assistance with the use of cloud tools for data warehousing, visualization
- Take an active role in providing coaching, training and mentoring of peers, staff and business 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 supported cloud and on-perm application;
- 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 First Assistant Secretary – ICTD;
- Working alongside Assistant Secretary –Infrastructure and Application Support whilst ensuring direct management and oversight of the entire Digital Services branch.
- Works with other staff within the Department of Finance in matters concerning Digital Services.

(b) External

- Liaises with relevant external stakeholders in relation to activities or issues associated with Digital Services.

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 First Assistant Secretary regarding Branch matters;
- Recommend to the First 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 First Assistant Secretary.

8. CHALLENGES

- Assisting the First 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 Degree or Postgraduate qualifications in Accounting, Business Management, Information Technology or a related discipline from a recognized university.
- Possess 10-15 years' significant work experience in the private sector or public sector agency.
- A substantial amount of work experience and relevant exposure to government accounting systems and operations at the National and Provincial level.
- 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.

