



PAPUA NEW GUINEA PUBLIC SERVICE **DEPARTMENT OF FINANCE**  
**APPROVED JOB DESCRIPTION**  
**JOB DESCRIPTION**

Date: 24, 9, 25

## 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFICT. 034
<b>OFFICE:</b> 3 <sup>RD</sup> FLOOR, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> TEAM LEADER, GRADE 16	
<b>DIVISION:</b> ICTD	<b>LOCAL DESIGNATION:</b> TEAM LEADER DATA ANALYTICS	
<b>BRANCH:</b> DIGITAL SERVICES	<b>REPORTING TO:</b> ASSISTANT SECRETARY - DIGITAL SERVICES <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFICT.033	
<b>SECTION:</b> DATA ANALYTICS	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

## HISTORY OF POSITION

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

## 2. PURPOSE

Overseeing the team that is building and maintaining robust data warehouse which is used to transforming complex datasets into actionable insights that support evidence-based decision making across the department in relation of government expenditure. The team of Data Analysts and Architect working under the manager will work with diverse information sources to identify patterns, trends, and opportunities to improve operations, service delivery, and policy effectiveness to achieve the goals of the department and the whole of government.

## 3. DIMENSIONS

The Team Leader Data Analytics reports to the **Assistant Secretary – Digital Services** and work closely with other branches within the Information and Communications Technology Division (ICTD) and elsewhere in the Department of Finance.

## 4. PRINCIPAL ACCOUNTABILITIES

- I. Monitor and manage the team that will build and maintain the Government of Papua New Guinea expenditure data warehouse and work will Data Analysts to ensure it is formidable and fit for purpose.
- II. Manage the team that will do data analytics on all government expenditures as captured by the Alesco Payroll System and Integrated Financial Management System (IFMS) and ultimately produce comprehensive reports for management.

## 5. MAJOR DUTIES

The main duties of the Team Leader – Data Analytics are to lead the team to lead the Data Analytics team to ;

- design and implement data solutions for specific business needs, including data warehouses, data marts, and data lakes for analytics purposes.
- design and implement data solutions and architecture that supports advanced analytics and data science applications, including ML and AI.
- design and implement data solutions and architecture for cloud-based platforms
- Design and execute data analysis using Alesco, IFMS and various data formats.
- Act as a data liaison between technical teams and Department of Finance leadership by translating complex analysis into actionable insights

- Prepare and present data reports, visualizations, and dashboards for the Department of Finance as well as diverse government stakeholders where necessary
- Manage end-to-end analytics projects from requirements gathering through implementation, including data collection, cleaning, and presentation
- Monitor and evaluate key performance indicators across government programs and recommend evidence-based improvements.
- Develop automated reporting solutions to increase efficiency and reduce manual data processing.
- Develop data governance policies and data quality standards.
- Collaborate with IT personnel to improve data collection methods and storage systems.
- Identify data gaps and propose solutions for more comprehensive data capture.
- Provide technical support and training to staff on data analysis tools and interpretation.
- Stay current with emerging data analysis methods and technologies relevant to public sector applications.
- Other duties as assigned by management.

## 6. NATURE AND SCOPE

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Liaise closely with the Assistant Secretary – Digital Services and other team teams, branches and divisions in the Department of Finance.
- Liaise with other ICTD branches and other divisions on IFMS data-related issues.

#### (b) External

- Liaise with all government departments/agencies.

## 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:

- Recommend to Assistant Secretary – Digital Services on all work-related matters including possible resolutions and identify ways to improve issues, systems and process with ICTD.

### 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 Assistant Secretary – Digital Services on all work-related matters.

## 8. CHALLENGES

- Assisting Assistant Secretary – Digital Services in planning and development of section work plan and section Budget.
- Keeping update and aware the 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 branch goals in open communication and cooperation with team members, 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. SKILLS AND EXPERIENCE

### Qualifications and Work Experience:

- Bachelor's degree in computer science, statistics, mathematics, economics, accounting, or related field
- Minimum of 8 years' experience in leading teams in data analysis
- Demonstrated experience with managing data solutions like data warehouse, statistical analysis and data management.
- Proven ability to present insights effectively to stakeholders.
- Innovative approach to solving complex problems through data analysis.
- Certifications in data analysis, business intelligence tools, or relevant technical skills considered

### Knowledge:

- Knowledge of PNG government financial systems and processes.
- Sound knowledge of data analytics practice and technology
- In-depth knowledge of the Public Service Management Act and the General Orders.

### Skills and Abilities:

- Strong leadership and mentoring skills
- Technical proficiency in data systems, including database design principles, data modelling, and data warehousing.
- Strong Data governance standards
- Strong analytical capabilities with experience handling and interpreting diverse government datasets
- Proficiency with data tools including SQL, Oracle databases, Python, and Excel VBA
- Experience with business intelligence and reporting tools to create effective data visualizations
- Understanding of government IT systems, data modelling techniques, and data segmentation approaches
- Experience applying analytical methods to extract meaningful insights from complex datasets
- Problem-solving skills with application to public sector challenges
- High attention to detail and commitment to data accuracy
- Statistical knowledge and experience with quantitative analysis methods
- Ability to create clear, compelling reports and presentations for diverse audiences
- Excellent communication skills for explaining technical concepts to non-technical government officials
- Project management skills to handle multiple analytical projects simultaneously
- Effective planning, organization and implementation skills;
- Good time management abilities to manage multiple tasks, priorities, meet deadlines and work under pressure

**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.

