



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFICT.039
OFFICE: LEVEL 3, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: DIGITAL TRANSFORMATION ANALYST, GRADE 15	
DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY	LOCAL DESIGNATION: RESEARCH & DEVELOPMENT	
BRANCH: DIGITAL SERVICES	REPORTING TO: TEAM LEADER DIGITAL TRANSFORMATION SYS. POS. NO: REF. NO: DFICT.038	
SECTION: DIGITAL TRANSFORMATION	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Re-designated

2. PURPOSE

This position is to conduct feasibility studies for identified performances, business processes, that require a digital transformation solution. Identifying areas for improvement through digital technology, designing and executing digital strategies.

3. DIMENSION

The Digital Transformation Analyst –R&D reports to the Team Leader Digital Transformation–Digital Services.

4. PRINCIPLE ACCOUNTABILITIES

- I. Assist in the Management and optimization of digital tools, platforms, and processes to ensure smooth workflows
- II. Using tools to analyze and evaluate business process performance identifying areas for improvement and implement key digital transformation strategies to enhance efficiency and productivity.
- III. Conduct research into possible improvement to business processes
- IV. Oversee the providence of technical support and advice on all Planning and Budgeting related business requirements for the digital branch
- V. Represent the Branch/section as required to promote the Branch/section and Departmental objectives and priorities.
- VI. Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Prepare work schedules and action plans for subordinate staff to implement and execute.
- Assess current business process and define digital transformation goal
- Identify and evaluate digital technology and platforms that meet project requirements and technical feasibility or choosing the right automation tool
- Implement document processing automation
- Streamline data analysis and ensuring data security and compliance

- 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;
- 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 Digital Transformation Manager – Digital Services;
- Working alongside Digital Transformation members.
- Works with other staff within the Department of Finance in matters concerning Digital transformation.

(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 Digital Transformation 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.

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 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.

