



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

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| AGENCY: DEPARTMENT OF FINANCE | SYS. POSN. NO: | REF. NO: DFICT.041 |
| OFFICE: 3 RD FLOOR, TWIN TOWER 1 | DESIGNATION/CLASSIFICATION: DIGITAL ANALYST, GRADE 14 | |
| DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY | LOCAL DESIGNATION: DIGITAL ANALYST – CHANGE MANAGEMENT | |
| 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 |
|-----------|-------------------|---|
| | March 2025 | Moved from FMIP (DFFMIPI.003), re-designate, reclassify |
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2. PURPOSE

Effectively managing digital transformation changes by way of assisting the stakeholders embrace any new technology or process focusing on communication, employee engagement and a cultural shift.

3. DIMENSION

The Digital Analyst –Change Management reports to the Team Leader Digital Transformation–Digital Services.

4. PRINCIPLE ACCOUNTABILITIES

- I. Defining the goals and objectives of the transformation
- II. Assessing the current state of the department and identify gaps
- III. Create a roadmap for change that outlines the steps needed to reach the desired state
- IV. Implementing and managing the changes at every level of the department
- V. Oversee the providence of technical support and advice on all Planning and Budgeting related business requirements for the digital branch
- VI. Represent the Branch/section as required to promote the Branch/section and Departmental objectives and priorities.
- VII. Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Create a change management strategy to help the department define and scope and objectives of the digital transformation
- identify which processes and technologies need to be changed and creating a roadmap for the implementation of changes
- Engage employees and other stakeholders in the change process
- Monitor progress and course correct when necessary

- 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

- 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.
- 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 3-5 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.

