



PAPUA NEW GUINEA PUBLIC SERVICE

DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24/09/2025

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFIPD.022
OFFICE: 1 st FLOOR, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: Assistant Secretary – Inter-governmental Payments, GR17	
DIVISION: Inter-grated Government Payments	LOCAL DESIGNATION:	
BRANCH: Inter-governmental Branch	REPORTING TO: FAS – Inter-grated Government Payments	REF. NO: DFIPD.001
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	25-03-2025	Created using existing pos no# DFPD.036 and DFPD.037

2. PURPOSE

The Assistant Secretary for Intergovernmental Payments is responsible for the efficient management and oversight of court order payments, workers' compensation, pensions, subscription fees, utilities, and rentals. This role ensures compliance with regulatory requirements while facilitating timely and accurate payments to various stakeholders. The Assistant Secretary will work closely with various government agencies, departments, and external partners to streamline payment processes and enhance financial accountability.

3. DIMENSIONS

Reports directly to FAS – Integrated Government Payments

4. PRINCIPAL ACCOUNTABILITIES

- Ensure timely and accurate processing of intergovernmental payments.
- Maintain compliance with relevant laws, regulations, and internal policies.
- Prepare and present financial reports regarding payment activities.
- Collaborate with internal and external stakeholders to resolve payment-related issues

5. MAJOR DUTIES

- Payment Processing:
 - Oversee the processing of court order payments, ensuring compliance with legal mandates.
 - Manage payments related to workers' compensation and pension disbursements.
 - Facilitate subscription fee collections and manage utility and rental payments.
- Financial Oversight:
 - Track and reconcile payment transactions to ensure accuracy and accountability.
 - Develop and maintain a systematic approach to financial recordkeeping.
- Collaboration and Communication:
 - Serve as the primary point of contact for inquiries related to intergovernmental payments.
 - Coordinate with legal, finance, and HR departments to ensure alignment of processes.
 - Build and maintain relationships with external agencies and vendors.

- Reporting and Analysis:
 - Prepare regular reports on payment processing activities and financial status.
 - Analyse payment trends and recommend improvements to enhance efficiency.
- Compliance and Risk Management:
 - Monitor changes in relevant laws and regulations to ensure ongoing compliance.
 - Identify and mitigate risks associated with payment processes.
- Manage, coach and development employees for the branch.



6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the designated supervisor (FAS – IPD).
- Collaborates with all the divisions in DoF (Legal, IFMS, FCD and IT departments etc.)

(b) External

- Engages with external agencies, vendors, and service providers.

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 2023 to 2027.

7.2 Recommendations:

- Provide recommendations to FAS and MTM members on improvements of payments processes, procedures and effectiveness of payments based on monitoring and evaluation;
- Recommend to FAS and Senior Management on data management by tracking payments, transparency and protecting sensitive information from breaches.

7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks to support staff;
- For effective management and implementation, decision making on funds allocation based on available resources and needs assessments.
- Compliance and Oversight on mechanisms and compliance requirements to ensure all payments are complied with legal and regulatory frameworks to prevent fraud.

8. CHALLENGES

- Budget Constraints – makes it difficult to allocate funds effectively and equitably;
- 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.
- Political Factors – Changes in political leadership or priorities can impact intergovernmental payments. Navigating these shifts while maintaining consistent funding and support.

- 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:

- Master's degree in Finance, Accounting, Business Administration, or a related field.
- Minimum of 5-10 years of experience in financial management, accounting, or payment processing in the public service.
- Experience and exposure in supervision and management of staff.
- Proven experience in Public Relations and communications.
- Experience working in a governmental or public sector environment.

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Knowledge:

- Knowledge of Public Financial Management Act;
- Organisational knowledge of public administration in processing payments;
- In-depth knowledge of the Public Service Management Act and the General Orders.
- Strong understanding of financial regulations, particularly related to intergovernmental payments

Skills and Abilities:

- Excellent analytical skills with a keen attention to detail;
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.
- Strong organizational and time management skills, with the ability to manage multiple priorities.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Outstanding communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
- Proficient in IFMS and Microsoft Office Suite (Excel, Word, PowerPoint) and DMS.

NOTE: This job description provides a comprehensive overview of the Assistant Secretary roles, ensuring clarity on expectations and required for potential candidates.

STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

I have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Assistant Secretary, Gr. 17**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name:..... Date:.....

Employee Signature.....(print)

Supervisor Name..... Date.....

Supervisor Signature..... (print) Supervisor Title.....

Division Head Name..... Date.....

Division Head Signature..... Division Head Title.....

