



**DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION**

Date: 24/09/2021

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

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|--|---|-------------------------------------|
| AGENCY: DEPARTMENT OF FINANCE | SYS. POSN. NO: | REF. NO: DFNSRC.001 |
| OFFICE: TWIN TOWER 1, 5 TH FLOOR | DESIGNATION/CLASSIFICATION: FIRST ASSISTANT SECRETARY-NATIONAL & STATUTORY AUTHORITIES REVENUE COLLECTION | |
| DIVISION: NATIONAL & STATUTORY AUTHORITIES REVENUE COLLECTIONS | LOCAL DESIGNATION: FIRST ASSISTANT SECRETARY-NATIONAL & STATUTORY AUTHORITIES REVENUE COLLECTION | |
| BRANCH: | REPORTING TO: NO: DEPUTY SECRETARY – SUPPORT SERVICES | SYS. POS. NO: REF. |
| SECTION: REVENUE MANAGEMENT | LOCATION: TWIN TOWER 1, 5 TH FLOOR, WAIGANI, PORT MORESBY | |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS |
|------------------|--------------------------|--------------------------|
| | 11.03.2025 | Revise, rename, redesign |

2. PURPOSE

To provide leadership and ensure National & Statutory Authorities Revenue Collection Division efficiently and effectively collect, monitor, and reporting of non-tax revenues from National and statutory authorities. To ensures compliance with the Public Finances (Management) Act 2016 (Amended), the Non-Tax Revenue Administration Act 2022, and other relevant legislation.

3. DIMENSIONS

The First Assistant Secretary, National & Statutory Authorities Collections reports to Deputy Secretary –Support Services and Secretary and supervises the Divisional officers.

4. PRINCIPAL ACCOUNTABILITIES

- To prepare and present monthly, quarterly and annual reports on the activities of the National & Statutory Authority Revenue Collection Division reflecting progress on the Divisional Annual Work Plan
- Provide leadership on digitalisation and modernisation on the collection of government fees & charges
- Ensuring Receiver of Public Money Accounts are reconciled frequently
- To coordinate the formulation of annual government fees & charges collection budgets
- Responsible for overseeing the efficient and effective collection, monitoring, and reporting of non-tax revenues from National and statutory authorities.
- Ensures compliance with the Public Finances (Management) Act 2016 (Amended), the Non-Tax Revenue Administration Act 2022, and other relevant legislation.
- Provide strategic oversight of revenue collection processes, bank reconciliation, and financial reporting to ensure transparency, accountability, and prudent public finance management.
- Provide leadership on the revenue collection and reporting of both the National & Statutory Authority revenue collections and ensure reports are provided.
- Develop and implement policies, procedures, and systems to enhance the efficiency and effectiveness of non-tax revenue collection processes.

- Represent the Department of Finance in matters related to non-tax revenue collections, both internally and externally.

5. MAJOR DUTIES

a) Developing and providing policy advice and information to develop and maintain the non-tax revenue fees & charges base

- Assistance is provided in implementing the recommendations of the PERR1: Project 8 Objectives (Improve Non-Tax Revenue fees & charges);
- Policy advice is developed & provided guided by the PERR framework.
- A comprehensive review of the legislation governing non-tax revenue fees & charges is carried out
- Appropriate adjustments are made to legislations & regulations that provides for more adaptable and prudent governance of Government non-tax revenues fees & charges.
- Assistance is provided in developing a practical Revenue Management Policy framework for use by all Government agencies dealing with non-tax revenues fees & charges.
- A prudent Revenue Retention Policy Framework for the Government is developed



b) Coordination of the formulation of non-tax revenue Budgets

- Work is undertaken with the Provincial Treasuries, agency collecting centres, Cash Management & Expenditure Control Division and the Department of Treasury Public Debt Committee (PDC) to improve the accuracy and timeliness of recording of revenue transactions in the General Ledger for budget formulation & cash flow forecasting purposes.
- Preparation of the consolidated annual non tax revenue budget in consultation with agencies is undertaken in a timely manner.
- Assistance is provided to agencies with the formulation of annual revenue budgets and identification and regulation of new revenue raising measures is achieved.
- In consultation with all revenue collection line agencies and the Department of Treasury, improved revenue forecasting capacity for budget formulation as well as budget monitoring and reporting on Revenues is achieved.

c) Monitoring and reporting on non-tax revenue fees & charges collections.

- Strategies to maximise non-tax revenue fees & charges collection are identified and implemented;
- Accuracy of statement J (Revenue Statement) for the annual Public Accounts Report is ensured.
- Good working relationships are established with agencies to simplify revenue collection and reporting procedures to minimize expenditure and maximize revenue.
- monthly management non-tax revenue fees & charges reports to management are prepared and presented in a timely manner.
- Strategies and advice that will strengthen Revenue monitoring and collection capabilities are provided including;
 - The strategic management of Government Revenue collection systems;
 - Improved recording and monitoring of Government revenue generating departments and line agencies;
- Assistance is provided with the current work under the Integrated Financial Management Systems (IFMS) to achieve the replacement of existing financial systems with a modern integrated financial management system through the Financial Management Improvement Programme (FMIP), to provide opportunities for improved budgeting, monitoring and reporting of non-tax revenue fees & charges.

d) Leadership and Management of the National & Statutory Authority Revenue Collections Division

- The Corporate Plan, Management Plan and Division Work Plans are referred to and implemented to ensure the required outcomes are achieved
- Leadership example is provided through high standards of professional behaviour and strong work ethic at all times resulting in Division staff consistently acting in a professional manner in accordance with the Public Service General Orders.
- Monitoring of performance standards is undertaken consistently with appropriate action being implemented to improve areas of weakness or non-performance
- Supervise the development /career paths of staff and monitor appraisals/assessments ensuring individual staff appraisals are completed in a timely manner by Branch Heads and reviewed prior to forwarding to HR Branch
- Collaborative activity is evident with HR Branch in the management of the recruitment and selection of staff for the division.
- Improved communication is evidenced and staff development is undertaken on a regular basis through monthly staff meetings and other professional development activities
- Staff leave, absences, vacancies and other HR matters are managed in an appropriate and timely manner in collaboration with the HR Branch and in accordance with the General Orders
- There is effective management of the Divisions budget to achieve the key deliverables
- Attendance, and active constructive participation, at all Executive Management Meetings is undertaken

e) Coordination of digitalisation and modernisation on the online receipting

- Ensuring that collection of government fees & charges are fully digitalised through online payment portal.
- Ensuring that Receiver of Public Money Account (s) is or are reconciled up to date.
- Working with Digital Revenue Collection & Receipting Branch ensuring that fees & charges are collected efficiently and effectively through the online portal and reports are done on timely basis
- Working closely with the collecting departments and line agencies that equipment is or are all functioning for the online payment and e-receipting

f) Provide timely and accurate revenue collection reports from Statutory Authorities

- Provide leadership in ensuring that collection from the NTR is done accurately and reported and remitted into the Waigani Public Account (WPA)
- Ensuring that bank reconciliations of the revenue holding account or other related accounts are done and updated regularly.
- Ensuring that funds are transferred to the Statutory Authorities on timely basis as and when requested.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Liaise closely with Deputy Secretary –Support Services, other Deputies and Secretary
- Working alongside colleague First Assistant Secretaries, Assistant Secretaries, Team Leaders of the Department of Finance
- Liaise with all Department of Finance staff across all divisions.

(b) External

- Liaise with relevant National Statutory Authorities and other agencies on revenue related matters



7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Non-Tax Revenue Administration Act, 2022
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Corporate Plan and Annual Operational Plan.



7.2 Recommendations:

- Provide recommendations to Deputy Secretary-Support Services and Secretary on Divisional matters;
- Recommend to Deputy Secretary -Support Services and Secretary through possible resolutions and identify ways to improve issues, systems and process within the 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 Deputy Secretary - Support Services and Secretary for Finance

8. CHALLENGES

- Assisting the Deputy Secretary-Support Services and Secretary on attending to important meetings representing them
- Providing leadership on the development of Divisional Work plan and Divisional 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 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.
- Monitoring of collections done at the cash offices and following up on documents not posted in the system (IFMS)
- Challenges in rolling out online payment and e-receipting and taking on-board agencies on the online payment portal

9. SKILLS AND EXPERIENCE

Qualifications and Work Experience:

- Possess a Master of Business, Commerce or a Bachelor Degree in Accounting or other recognised tertiary qualification including Commerce or Economics from UPNG or other PNG Universities
- Minimum of 6-10 years' significant amount of relevant work experience in accounting related or and similar management roles in a Public Service Agency;
- Current membership of recognised professional Accounting Body within PNG
- Significant amount of work experience and exposure in administering, managing staff performance.
- Current membership of recognised professional Accounting Body within PNG

Knowledge:

- In-depth knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Demonstrated knowledge and understanding of a range of accounting and reporting;
- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting presentations.

Skills and Abilities:

- High level of professional communication and interpersonal skills;
- 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.

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.

STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

Ihave been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **First Assistant Secretary- National & Statutory Authority Revenue Collection Division, Gr. 19**. 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:.....



