



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS.001
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: FIRST ASSISTANT SECRETARY, GRADE 19	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: ORGANISATIONAL STRATEGY DIVISION	
BRANCH: EXECUTIVE MANAGEMENT	REPORTING TO: DEPUTY SECRETARY - SUPPORT SYS. POS. NO: REF. NO: DFEX.008	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.02.2025	Revised according to Re-org

2. PURPOSE

To provide leadership and management on the operations of four Branches within the Organisational Strategy Division, which include the HR Transformation Branch, HR Policy, remuneration & Entitlements and Communication & Reporting Branch, ensuring the branches deliver efficiently to meet the objective of the Division, thus contributing to the overall goal of the department.

This position has the mandate as a section 32 officer and is accountable for approving amount of funds up to Fifty Thousand Kina only (K50, 000.00).

3. DIMENSION

The First Assistant Secretary – OSD reports to the Deputy Secretary – Support Services, and oversees the activities of the Branches within the Corporate Services Division through four subordinate managerial positions:

- Assistant Secretary – Human Resource Transformation;
- Assistant Secretary – Communications & Reporting;
- Assistant Secretary – Human Resource Policy;
- Assistant Secretary – Remuneration & Entitlement.

4. PRINCIPAL ACCOUNTABILITIES

- Assist the Deputy Secretary – Support Services, and the Secretary, through the provision of effective leadership and management of the OSD.
- Support the Secretary and the senior management by providing efficient corporate services including general administration, asset management, office allocation, budget management, personnel management and training.
- Provide guidance and advice to the Assistant Secretaries in the HR Transformation, HR Policy, Remuneration & Entitlements and Communications & Reporting to support their execution and delivery of the agreed priorities of the Division.
- Oversee the development of new initiatives, reviews of current processes/policies and improve the delivery of Divisional outcomes.

- Overall implementation of Key Result Areas (KRAs) for the Administration Branch, the Budget Management Branch, Financial Training and the Professional Development Branch.

5. MAJOR DUTIES

- Contribute to the overall leadership and management of the Strategy & Governance Wing as directed by the Deputy Secretary – Strategy & Governance in accordance with the Department's strategic plan, and Divisional and Branch work plans.
- Monitor and evaluate the performance of the Department of Finance (across all levels) in implementing the Corporate and Strategic Plans.
- Develop a Department operational risk management strategy and monitor the implementation of, and adherence to, appropriate risk management plans to address the identified risks.
- Undertake workforce strategic planning, including implementing the GESI Policy and develop and oversee the planning and management of the Graduate Program including monitoring performance and outcomes.
- Identify workforce development needs across the Department and identify and/or develop training and other programs to address these needs, and monitor and report on the effectiveness of programs.
- Ensure the competency framework remains consistent with the strategic direction of the Department and its operational needs in order to efficiently and effectively achieve the Department's objectives and priorities.
- Undertake strategic reviews of the Department's operations and engagement and provide recommendations on the needs of the Department to fulfil its priorities and objectives.
- Encourage, facilitate innovation in business processes across the Department (at the Department, Wing, and Divisional levels), and identify initiatives to facilitate improvements in Whole of Government processes.
- Provide high-level advice on issues relating to the strategic development of the Department, operational performance, workforce and corporate planning, risk management, Parliamentary liaison and the reputation of the Department.
- Support the Deputy Secretary – Support Services and participate as a member of the senior executive in the Department to ensure that the Department can achieve the goals set by the National Government.
- Represent the Department as required on relevant boards and committees.
- Manage the performance of all Assistant Secretaries in the Organisational Strategy Division and provide strategic planning, direction and leadership to ensure that:
- Maintain and ensure Division and Branches are adequately resourced to deliver on their priorities
- Divisional and Branch staff are appropriately remunerated, trained and have their performance assessed.
- Divisional and Branch finances are administered effectively, efficiently and diligently;
 - All Finance policies and procedures are adhered to correctly; and
 - The Division and Branches have up to date work plans that are monitored and reported against.
- Deputise for the Deputy Secretary – Support Services in all aspects of their responsibilities, as required.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP



(a) Internal

- Reports to the Deputy Secretary – Support Services, and work alongside other Divisional Heads in the Department of Finance.
- Regular liaison and contact with other Department of Finance staff across all Divisions.

(b) External

- Liaison with other government agencies and departments on matters relevant to divisional matters arising or as directed by the Deputy Secretary – Support Services and the Secretary of Finance.

7. QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

Qualifications and Experiences:

- Master's Degree or equivalent in Accounting, Economics, Commerce, Human Resource or related discipline from a recognised University within PNG or abroad;
- Ten (10) years' experience in Government Accounting, Financial Management, Human Resource Management with at least 7 years at managerial levels;
- Experience in administering Human Resource, Payroll and Administrative responsibilities with compliance to department and government wide policies and/or legislation;
- Exposure in IFMS, Government payroll/ALESCO, Staff Remuneration, entitlements and benefits;
- Efficient in leading team of professionals in achieving corporate objectives of the department as outline in annual and corporate work plans;
- Exposure in managerial roles with similar levels of responsibility and knowledge of public financial and reporting.

Knowledge:

- Knowledge of the Public Finances (Management) Act, Public Service General Orders, Organic Law on Provincial and Local Level Government;
- Knowledge of other laws that governs the operations of the department;
- Knowledge of communication at the management level, internally and externally (department heads – Treasury, DPM, PM&NEC, National Planning etc.);
- Extensive knowledge of government administration and management practices;
- Comprehensive knowledge of PNG Public Service Systems and practices;
- In depth knowledge of the ALESCO/Ascender Payroll System.

Skills and Abilities:

- High level of Communication and Interpersonal Skills;
- Ability to produce reports on Accounting, Financial and Payroll issues;
- Proven ability to lead divisional heads and manage team of professionals;
- Ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and manage pressure to produce results;
- Well-developed analytical skills to support problem solving;
- Ability to identify development needs and building the capacity and capability of the Wing;
- Ability to provide effective management advice to external clients.



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:

I (insert employee name) have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the role of **First Assistant Secretary – Organisational Strategy Division, Grade 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:.....

Department Head Name:..... Date:.....

Department Head Signature:..... Division Head Title:.....