



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS. 030
OFFICE: LEVEL 4, TWIN TOWER	DESIGNATION/CLASSIFICATION: ASSISTANT SECRETARY	Grade: 17
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: MEDIA & COMMUNICATIONS	
BRANCH: MEDIA & COMMUNICATIONS	REPORTING TO: FIRST ASSISTANT SECRETARY – OSD SYS. POS. NO: REF. NO: DFOS.001	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	2018	Created
	23. 01. 2021	Revise, rename, redesign
	24.03.2025	Revised according to Re-org

2. PURPOSE

This role provides direction and leadership for the Media & Communication Branch. The role ensures that both internal and external communications, media and events are well-coordinated, transparent and achieve the desired outcomes and objectives of the Department of Finance.

3. DIMENSION

The Assistant Secretary reports to the First Assistant Secretary – Organisational Strategy Division. The Assistant Secretary oversees all Media & Communication activities within the Department of Finance and supervises the Team Leader – Media & Communications.

4. PRINCIPLE ACCOUNTABILITIES

- I. Provide support to the First Assistant Secretary – Organisational Strategy Division with overall management and planning activities for the division.
- II. Provide department wide support in internal communication for the Department, reporting and media publications.
- III. Represent the Branch or Department as required to promote the Branch and Departmental objectives and priorities.
- IV. Maintain overall direction, control and manage the Branch's efforts towards the development and implementation of its objectives.
- V. Leadership, People and Management of the Administration Branch.
- VI. Professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Prepare work schedules and action plans for the Communication & Reporting Branch to implement and execute;
- Effectively plan, design and develop the Department's Media & Communication Policy;
- Review the content of all media presentations, publications and videos before disseminating to internal and external clients;
- Manage and direct development of appropriate tools to ensure that preparation and delivery of print media and communications are effective and efficient;

- Provide advice and assistance to junior staff in the Media & Communication Branch;
- Plan, implement and evaluate the upgrades of communication systems;
- Assume responsibility for the Department's public relations activities and development of a relevant public relations strategy;
- Effectively maintain and manage the Department's website and all its contents;
- Manage and implement the design and development of content for the Department of Finance website, and organizing research and logistical advice as required;
- Provide advice and guidance to Department of Finance staff at all levels on the corporate planning process and maintain a transparent framework for the reporting of performance against these plans;
- Take the lead in the design and preparation of the Department's next detailed 5-year Corporate Plan (2028-2032).
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- Closely supervise and monitor subordinates work performance and assess individual performance through the Staff Performance Appraisal (SPA);
- Effectively coach, train and mentor subordinated Staff to ensure ongoing staff capacity building on the job and knowledge and skills transfer;
- Ensure subordinate staff is trained and instilled with operational knowledge and understanding of the Integrated Financial Management System (IFMS);
- 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

- Liaise closely with the FAS – OSD and Deputy Secretary –Support Service.
- Works apace with other Assistant Secretaries in the Division and ensures direct management and oversight of the entire Media & Communications Branch;

(b) External

- whilst also working with other staff within the Department of Finance in matters concerning the Media & Communication branch;
- Work alongside relevant external organizations where necessary.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- PNG Vision 2050
- Fiscal Responsibility Act
- PNG Medium Term Development Plan IV
- PNG Medium Term Strategic Plan (2010 – 2030)
- Gender Equity & Social Inclusion Policy
- PFMA 1995 and related Instructions,
- Organic Law on Provincial & Local Level Government
- Internal Department of Finance Policies and Procedures
- Public Service Management Act (2014), Public Service General Orders 2012,
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.



7.2 Recommendations:

- Provide recommendations to the First Assistant Secretary (FAS) on branch matters;
- Raise issues to the First Assistant Secretary (FAS) including possible resolutions and identify and recommend ways to improve systems and process within the branch, division and department;
- Provide recommendation to the First Assistant Secretary (FAS) regarding staff appointments and movement.

7.3 Decisions:

- Assess, verify and provide advice to the First Assistant Secretary (FAS);
- Verify and approve claims for payments;
- Make decision on delegation/allocation of tasks.

8. CHALLENGES

- Performing higher role of the First Assistant Secretary (FAS) in the absence of the incumbent;
- Assisting the First Assistant Secretary (FAS) in preparing Divisional Budget;
- Keeping update and aware with the changes in Legislations, Acts, and internal Policies & Procedures;
- Assisting the First Assistant Secretary (FAS) to prepare Divisional Annual Work plan and Report to be completed and submitted to Minister for Finance through the Secretary by March 31st annually;
- Limited resources may constrain resourcing and development of capacity. In addition, gaps created as a result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important to be aware of potential impact of a broad array of resource limitation;
- Contribute effectively 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. Ensure divisional training is linked to career paths;
- Ensure all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities, this include the Integrated Financial Management Systems (IFMS).

9. QUALIFICATIONS, KNOWLEDGE, EXPERIENCES AND SKILLS

Qualifications and Experience:

- Bachelor Degree in Journalism, Communications, Public Relations, Management or any related discipline from a recognized university;
- A post-graduate qualification is a bonus with good experience in this filed;
- Minimum of 5-7 years' significant amount of relevant work experience;
- Exposure in communications and reporting roles with similar levels of responsibility in a Public Sector/Agency setting;
- Exposure capturing and reporting at the Parliament sitting as/when required;
- Have five (5) years of experience at the management level with Public Sector/Agency.

Knowledge:

- Knowledge and understanding of the range of Acts, Laws and Policies governing the work of Department of Finance and the Public Service;
- Knowledge and understanding of all areas and aspects of communications and reporting;
- Knowledge of Public Relations and a range of media and communications;
- Knowledge of all communications and reporting processes and procedures in Public Sector;
- Effective in the use of 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;
- Ability to work well with colleagues and effectively mentor junior staff up the ranks;
- 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 **Assistant Secretary – Media & Communication 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:.....