

**JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS.31
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: TEAM LEADER –MEDIA & COMMUNICATIONS, GRADE 16	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: MEDIA & COMMUNICATIONS	
BRANCH: MEDIA & COMMUNICATIONS	REPORTING TO: ASSISTANT SECRETARY-MEDIA & COMMUNICATION SYS. POS. NO: REF. NO: DFOS.030	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Revised according to Re-org

2. PURPOSE

To assist the Assistant Secretary – Media and Communication Branch to provide the strategic internal and external communications needs of the Department in order to assist with the effective and efficient delivery of the Department's activities and objectives, And also coordinating all reporting activities and providing media advice.

3. DIMENSIONS

The Team Leader - reports to the Assistant Secretary – Media and Communication and supervises two Senior Communications and Publication officers and two Communication and Publication Officers.

4. PRINCIPAL ACCOUNTABILITIES

- Support the First Assistant Secretary – Organisational Strategy Division and Assistant Secretary – Media and Communication with assigned Department, Division and Branch responsibilities.
- Provide Department wide support with internal communication, reporting and media publications.
- Represent the Branch or Department as required, to promote the Branch and Departmental objectives and priorities.

5. MAJOR DUTIES

- Manage team of four as direct reports.
- Develop an annual communication plan to support efficient delivery of Department's objectives
- Prepare work schedules and review work outputs from the Communication & Reporting Branch.
- Review output, lead and coordinate, report and advise Assistant Secretary.
- Prepare, write and review news releases, arrange news conferences to make important media and communication announcements.
- Review the communications content and publications for internal and external customers.
- Review the content of media presentations and videos.

- Support the Assistant Secretary – Communication and Reporting with draft briefings and content for the Department of Finance website, and research and logistical advice as required.
- Assist the Assistant Secretary – Media and Communication as the lead communication point for the Department and take lead responsibility of internal communication across the Department including monthly newsletters, corporate events and guidance to Department of Finance staff at all levels.
- Provide advice and assistance to junior staff in the Communication and Reporting Branch.
- Coordinate reporting responsibilities to the Minister, and maintaining working relationships with the national media outlets to ensure effective media coverage for all Department's activities.
- Oversee internal and all external communications.
- Oversee efficient development of projects with both internal and external stakeholders from communications perspective as and when required
- Assist with the preparation of a detailed 5 year Corporate Plan, Annual Management Report & Annual Activity Plan for the Department

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Work alongside the Assistant Secretary – Media & Communication Branch.
- Liaise with Divisional Heads, Project Manager and advisors.
- Work with other divisions and branches within the Department.
- Direct management and supervision of Senior Communications Officers.

(b) External

- Liaison with relevant external organisations, Prime Minister's Department and National Executive Counsel.
- Have established network with all Central Government Agencies

6.2 WORK ENVIRONMENT

This role is a specialist role.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislation and policies that govern the work of Department of Finance include:

- Public Service (Management) Act 2014
- Public Service General Orders 2012
- Public Finance (Management) Act 1995 and related instructions
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan
- Gender Equity & Social Inclusion Policy
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan
- Non Tax Revenue Act



Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

8. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. 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.
- Department of Finance is operating within limited resources which may constrain, among other things, remuneration options. Other Public Service imposts may, from time to time, similarly 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.
- 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.
- All staff needs to be trained on how to operate and use Integrated Financial Management System (IFMS) as business users to fully understand how IFMS works.

9. QUALIFICATIONS, KNOWLEDGE, EXPERIENCES AND SKILLS



Qualifications and Experience:

- Bachelor Degree in Journalism, Communications, Public Relations, Management or any related discipline from a recognised university;
- Minimum of 5-7 years' significant amount of relevant work experience;
- Exposure in communications and reporting roles with similar levels of responsibility especially in a Public Sector/Agency setting;
- Experience in managing media and communications duties within 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;
- Advance 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, MS applications (Word, Excel and PowerPoint).

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 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 **Team Leader – Media & Communication Gr. 16**. 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:.....

