



DEPARTMENT OF FINANCE
APPROVED JOB DESCRIPTION

Date: 24/03/2025

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS.033
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: COMMUNICATIONS OFFICER, GRADE 12	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: COMMUNICATIONS	
BRANCH: MEDIA & COMMUNICATIONS BRANCH	REPORTING TO: SENIOR OFFICER- COMMUNICATIONS SYS. POS. NO: REF. NO: DFOS.032	
SECTION:	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	2017	Created
	24.03.2025	Renamed (Branch), revised according to Re-org

2. PURPOSE

To provide assistance and support to the Manager and Assistant Secretary – Media & Communications to achieve branch and divisional objectives and outcomes. This role will ensure that both internal and external communications, media and events are coordinated, transparent and achieve the outcome and objectives of the Department of Finance.

3. DIMENSIONS

The Communications Officer reports to the Senior Officer Communications.

4. PRINCIPAL ACCOUNTABILITIES

- Support the Team Leader and Assistant Secretary – Media & Communications.
- Provide department wide support for 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

- Prepare work schedules and review outputs from the Media & Communications team.
- Prepare and write news releases and arrange news conferences for important announcements.
- Assist with the planning, content and writing of publications for internal and external customers.
- Assist with the content of media presentations and videos.
- Responsible for gathering information and research as directed by the Senior Communications Officer and Manager – Media & Communications.
- Coordinate communications and reporting responsibilities to the Secretary's Office and external stakeholders.
- Maintain and upgrade records management processes and systems.
- Coordinate Department events and celebrations.
- Responsible for internal communication and all external communication for the Department of Finance.
- Assist with the planned upgrade of communication systems.

- Assist with the preparation of a detailed 5 year Corporate Plan for the Department of Finance.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP



(a) Internal

- Report to the Senior Officer - Communications.
- Work alongside other Officers and Graduates within the Media & Communications Branch.
- Regular and daily liaison and contact with staff in the Department of Finance.

(b) External

- Liaise with relevant external organisations, including the Department of the Prime Minister and National Executive Council.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislation and government 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.

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.

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;
- Minimum of 3-5 years' significant amount of relevant work experience;
- Exposure in communications roles with similar levels of responsibility especially in a Public Sector/Agency setting.

Knowledge:

- Understanding of the range of Acts, Laws and Policies governing the work of Department of Finance and the Public Service;
- 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;
- Proficiency 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.
- Exceptional ability to work well with colleagues and effectively mentor junior staff up the ranks.
- Effective planning, organization and implementation skills with ability to manage stress and work under pressure.


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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 **Communication Officer Gr. 12**. 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:.....

