

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

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFOS.035
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: OFFICER, GRADE 12	
DIVISION: ORGANISATIONAL STRATEGY	LOCAL DESIGNATION: PUBLICATIONS	
BRANCH: MEDIA & COMMUNICATION BRANCH	REPORTING TO: SENIOR OFFICER PUBLICATIONS SYS. POS. NO: REF. NO: DFOS.034	
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 provide assistance and support to the Manager and Assistant Secretary – Media and Communication to achieve Department's, divisional and branch objectives and outcomes. This role will ensure that both reporting and publication internal and external media content are coordinated, transparent and achieve the outcome and objectives of the Department of Finance.

3. DIMENSIONS

The Publication Officer reports to Senior Officer Publications.

4. PRINCIPAL ACCOUNTABILITIES

- Support the Manager and Assistant Secretary – Media and Communication.
- 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

- Assist, implement work schedules and review outputs from the Publication team.
- Compile and produce all Annual Management report, Activity and not limited to Prepare 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 Development content of media presentations and videos.
- Responsible for gathering information and research as directed by the Manager and Assistant Secretary – Communications & Reporting.
- Coordinate and development all advertising content for publication
- Assist arrange publication and circulation of media content including newsletter, circulars, financial instructions, brochures
- Develop and designing of communication material using Adobe software
- Maintain, manage and design the content of the Department's website ensuring the contents are up to date
- Assist with the planned upgrade of communication systems.
- Assist with the designing and preparation of a detailed 5 year Corporate Plan, annual management report and activity plan for the Department of Finance.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Report to the Senior Officer - Publications.
- Work alongside other Officers within the Media and Communication 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.

6.2 WORK ENVIRONMENT

This is specialist role.

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.
- 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.

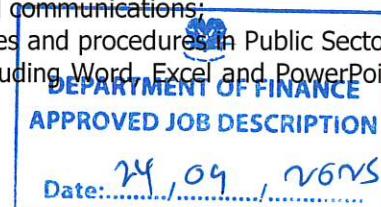
9. QUALIFICATIONS, KNOWLEDGE, EXPERIENCES AND SKILLS

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 media publications and communications and management roles with similar levels of responsibility.

Knowledge:

- Knowledge and 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.

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 **Officer -Publications 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:.....

