

PAPUA NEW GUINEA PUBLIC SERVICE

**JOB DESCRIPTION**



**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFPDFM.001
<b>OFFICE:</b> LEVEL 3, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> FIRST ASSISTANT SECRETARY, GRADE 19	
<b>DIVISION:</b> PROVINCIAL & DISTRICT FINANCE MANAGEMENT	<b>LOCAL DESIGNATION:</b> PROVINCIAL & DISTRICT FINANCE MANAGEMENT DIVISION	
<b>BRANCH:</b> EXECUTIVE MANAGEMENT	<b>REPORTING TO:</b> DEPUTY SECRETARY – SUB NATIONAL PFM <b>SYS. POS. NO:</b> <b>REF. NO:</b> DFEX.012	
<b>SECTION:</b>	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI NCD	

**HISTORY OF POSITION**

<b>File no.</b>	<b>Date of variation</b>	<b>Details</b>
	02/12/2005	Created
	26/1/2011	Review and update
	31/3/2011	Rewritten in performance standard template
	22/07/2011	Reclassified
	24.02.2025	Revised, redesignated according to Re-org

**PURPOSE**

To provide leadership and manage the operations of, the four Branches within the Provincial and District Financial Management Division, which oversees the operations of the Provincial & District Finance Offices.

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

**DIMENSIONS**

The First Assistant Secretary – PDFM reports to the Deputy Secretary – Sub National PFM, and oversees the activities of four Regional Branches:

- Assistant Secretary – New Guinea Islands Region;
- Assistant Secretary – Southern Region;
- Assistant Secretary – Momase Region;
- Assistant Secretary – Highlands Region.

**PRINCIPAL ACCOUNTABILITIES**

- Support the Secretary and senior management in the Department of Finance by directing and controlling the functions of the Provincial and District Treasuries and providing advice to the government on operational and policy matters in relation to the Provincial & District Finance and Cash Offices.
- Assist the Deputy Secretary – Subnational PFM, and the Secretary, through the provision of effective leadership and management of the Provincial & District Financial Management Division.

- Provide guidance and advice to the Regional Assistant Secretaries to support their execution and delivery of the agreed priorities of the Division.
- Encourage and oversee the development of new initiatives, reviews of current processes/policies and improve the delivery of Divisional outcomes.
- Overall implementation of the Key Result Areas (KRAs) for the New Guinea Islands Region Branch, the Southern Region Branch, the Momase Region Branch and the Highlands Region Branch.

### **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.
- To direct and control the functions of the Provincial & District Financial Management Division Its Branches and Provincial and District Finance to ensure:
  - The effective delivery of essential payment processing, financial management and accounting services to Provincial and District Administrations and Local Level Governments.
  - The compliance of Provinces and Districts with the Public Finance Management Act, Finance Instructions and other PNG Legislation by enforcing financial control and staff discipline.
  - Reporting from Provincial and District Treasuries occurs on a timely basis consistent with the financial framework.
- Ensure the regional Branches have the qualified staffing resources needed to operate effectively and in compliance with the Financial Management Framework:
  - Liaise regularly with PCab, IFMS, Corporate Services Division and Financial Accounting & Frameworks Division to coordinate and target on the job support, short term training and mentoring efforts;
  - Improved performance in timeliness and compliance as measured by Financial Reporting & Compliance Division
  - Targeted training included in the annual training program coordinated by Corporate Services Division.s
  - Monitoring of staff performance standards is undertaken consistently with appropriate action being implemented to improve areas of weakness or non-performance.
  - Individual staff appraisals are completed annually by Branch Heads and reviewed prior to forwarding to Remuneration & Entitlements Branch.
  - Staff development is undertaken on a regular basis through monthly staff meetings and other professional development activities in accordance with the Department Training & Development Policy and relevant General Orders.
  - Staff leave; absences, vacancies and other HR matters are rigorously managed in an appropriate and timely manner in collaboration with the Organisational Strategy Division and in accordance with the General Orders.
- Ensure strategic oversight and management of Regional, Provincial and District Office performance:
  - Information is analysed by region and monthly management reports prepared for Deputy Secretary - Strategy & Governance and for DoF Management Team.
  - Issues raised by PTs and DTs requiring PDFMD support or action are recorded and followed up - Audit findings are recorded and dealt with and action monitored.

PT conference is used effectively to improve performance of PTOs and DTs as measured by performance assessment noted above.

  - Disciplinary matters are progressed promptly to Organisational Strategy Division and monitored by PDFMD.
  - Waigani Divisions receive complete reports and PGAS extracts on time; Quarterly and Annual Financial Statements prepared for Provincial Governments on time.
- Support the Deputy Secretary – Strategy & Governance 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, supplies & tenders' boards and committees.
- Manage the performance of all Assistant Secretaries in the Provincial & District Financial Management Division and provide strategic planning, direction and leadership to ensure that:
  - The 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 – Strategy & Governance in all aspects of their responsibilities, as required.

## **2. QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS**

### **Qualifications and Experiences:**

- Master's Degree in Accounting, Economics, Commerce 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 Financial Management & Reporting and related 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;

### **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.);
- Operational knowledge of managing the provincial and District Finance offices through the regional Assistant Secretaries;
- Extensive knowledge of government finance 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 division 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 Division;
- 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 **First Assistant Secretary - PDFM, 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:.....

Division Head Name:..... Date.....

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

