



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

|  |  |                              |
|--|--|------------------------------|
| <b>AGENCY:</b><br>DEPARTMENT OF<br>FINANCE | <b>DESIGNATION/CLASSIFICATION</b><br>DISTRICT REPORTING AND MONITORING<br>OFFICER            | <b>Grade</b><br>14           |
| <b>OFFICE/AGENCY:</b><br>DOF               | <b>LOCAL DESIGNATION</b><br>DISTRICT REPORTING AND MONITORING<br>OFFICER- HIGHLANDS          | <b>POS.NO</b><br>DFPDM.008   |
| <b>DIVISION:</b><br>PDFM                   | <b>HIGHEST SUBORDINATE</b><br>ASSISTANT DISTRICT REPORTING &<br>MONITORING OFFICER HIGHLANDS | <b>POS. NO.</b><br>DFPDM.009 |
| <b>BRANCH:</b><br>SOUTHERN<br>REGION       | <b>IMMEDIATE SUPERVISOR</b><br>PROVINCIAL REPORTING AND<br>MONITORING - HIGHLANDS            | <b>POS. NO.</b><br>DFPDM.007 |
| <b>SECTION:</b>                            | <b>LOCATION</b><br>TWIN TOWER 1 -WAIGANI   |                              |

HISTORY OF POSITION

| FILE REF. | DATE OF VARIATION | DETAILS                              |
|-----------|-------------------|--------------------------------------|
|           | 23. 01. 2021      | Revise, rename, redesign             |
|           | 26.03.2024        | Rename, revised according to re-org. |

1. DIMENSION

The District Reporting and Monitoring Officer - HIGHLANDS reports directly to the Provincial Reporting and Monitoring HIGHLANDS.

2. PRINCIPAL ACCOUNTABILITIES

- Provide support and advice to the Provincial Reporting and Monitoring Officer on operations and functions of the PFOs and DFOs
- Liaise closely with other Divisions within the Department
- Provide input to annual budget and supplementary budget processes in relation to acquisition, maintenance, and operational funding.

3. MAJOR DUTIES

- Review, maintain and update asset register for PFOs and DFOs as and when required and flag any operational issues that may have a potential negative impact on the information obtained from the PFOs and DFOs.
- Review monthly Management reports submitted by the PFOs and DFOs and provide feedback on anomalies identified through the review process.

- Review and maintain management and operational reports and ensure that feedbacks are provided immediately.
- Maintain records of status reports and update reports regularly.
- Follow up with PFOs and DFOs on their management and operational reports.
- Ensure staff matters are attended to as and when required.
- Ensure Network is in operational on a day to day basis for e-mail, phone and IFMS excess.
- Ensure support is provided by ICTD, IFMS and PCaB
- Appropriate and collaborative team work is displayed at all times.
- A high standard of personal conduct is consistently demonstrated in the workplace

#### **4. NATURE AND SCOPE**

##### **4.1 WORKING RELATIONSHIP**

###### **(a) Internal**

- Report to Senior Reporting and Monitoring Officer - Southern
- Work alongside District Reporting and Monitoring Officer within Southern Region Branch
- Supervise District and Assistant District Reporting and Monitoring Officers
- Liaise and work with staff within the Division and Department of Finance

###### **(b) External**

- Interact with relevant Provincial, District and Local Level Governments, District Administrations, National Departments and Statutory Authorities on standards, policy and reporting matters.

##### **4.2 WORK ENVIRONMENT**

- This role is both a technical and administrative role.

#### **5. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

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

- Public Service (Management) Act 2016
- 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
- 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.

#### **6. CHALLENGES**

- Delay in receiving the management and operational reports on a monthly, quarterly and Annual basis.
- Delays from the PFOs and DFOs in meeting the deadlines or due dates.
- Performing higher role of duty in the absence of the incumbent;

- Funding situations
- Staffing matters, like HDA, SPAs and Leave Forms are not submitted on time.

## 7. QUALIFICATION, EXPERIENCE AND SKILLS

### Qualifications & Work Experience:

- Bachelor Degree in office administration, Business Management from a recognized university or institution
- Advanced Diploma in these field acceptable with work experiences similar settings
- Have more than five (5) years of relevant work experiences with administration or Public / Government office management.
- National Public Service General Orders (Fourth Edition)
- Some experiences in areas of accounting, budget and financial management is an advantage

### Knowledge

- In- depth knowledge of all relevant legislations, Acts and laws including (but) not limited to) the Public Finances (Management) and Public Service (Management) Acts, the public Service General Orders., The Organic law on Provincial and Local Level Government
- Knowledge of PNG government legislation and public service system including sound understanding of the overarching aims and objectives of the PNG vision 2050 and Medium-Term Development Strategy
- Have the exposure and knowledge of the National Procurement Act
- Knowledge of Provincial Government Accounting Systems (PGAS) or the IFMS

### Skills and Abilities

- Well- developed conflict resolution skills, negotiation skills and management
- Well-developed communication (both written and verbal) report writing and Interpersonal skills
- Proven ability to manage multiple tasks, can work under pressure and meet deadlines, Proficient in using Microsoft Excel, Word Other programs
- Ability to provide effective feedback to management and advice to clients and service providers

**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 **District Reporting and Monitoring Officer – HIGHLANDS (PDFM.008), Grade 14**. 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:.....