

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

DEPARTMENT: FINANCE	DESIGNATION/CLASSIFICATION ASSISTANT DISTRICT REPORTING AND MONITORING OFFICER	GRADE 11
OFFICE/AGENCY: DOF	LOCAL DESIGNATION ASSISTANT DISTRICT REPORTING AND MONITORING OFFICER -HIGHLANDS	POS.NO DFPDFM.009
DIVISION: PDFM	HIGHEST SUBORDINATE NIL	POS. NO.
BRANCH: HIGHLANDS REGION	IMMEDIATE SUPERVISOR DISTRICT REPORTING AND MONITORING OFFICER - NGI	POS. NO. DFPDM. 010
SECTION:	LOCATION 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 Assistant District Reporting and Monitoring Officer - HIGHLANDS reports directly to the District Reporting and Monitoring Officer.

2. PURPOSE AND ACCOUNTABILITIES

- Provide assistance and report to the Senior Reporting and Monitoring Officer on the overall reports and records updates.
- Maintain database of all assets, staff establishment and attendance records of the Provinces and District
- Provide updates to the Provincial Reporting Officer on all matters of the Province and District operations

3. MAJOR DUTIES

- All correspondences received and sent out are accurately recorded and copies filed away for future reference
- Take full responsibilities over meeting and conference arrangements, mail deliveries and pick up, procurement, bookings and reservations, pay runs,
- Attendance register is maintained to ensure office is functioning properly and staff are working
- Staff Attendance Registers, Staff Personnel Records & Files, Rec Leave Registers, Training Plan, Office filing systems are being updated, maintained and reported

- Asset Register is kept for Office equipment, furniture and others.
- Follow up with OSD and CSD on Staff matters (leaves, SPAs, HDAs, trainings etc.

4. NATURE AND SCOPE

4.1 WORKING RELATIONSHIP

(a) Internal

- Report to Provincial Reporting and Monitoring Officer - Southern
- Work alongside District Reporting and Monitoring Officer within Southern Region
- 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 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
- 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.

6. CHALLENGES

- Delay in collecting of the management and operational reports from PFOs and DFOs.
- Delays from the PFOs and DFOs in meeting the deadlines or due dates.
- HDAs, SPAs, Assets reports are not submitted as and when due.
- Funding situations

7. QUALIFICATION, EXPERIENCE AND SKILLS

7.1 Qualifications & Work Experience:

- Diploma/Certificate in office administration, business, HR Management from a recognized university or institution.
- Exposure in operational use of Integrated Financial Management Systems (IFMS).
- Have at least 5 years' experience at an equivalent level with similar levels of responsibility in Public Service Management Act, PS General Orders and other relevant laws or policies.
- National Public Service General Orders (Fourth Edition)

- Some experiences in areas of Business Management and Financial management is an advantage.

7.2 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 Record Management.
- Knowledge and skills in IFMS.

7.3 Skills and Abilities

- Report writing skills.
- Well-developed communication (both written and verbal) report writing and Interpersonal skills.
- Ability to provide effective feedback to the Provincial Reporting and Monitoring Officer on the daily activities.
- Confidential and ethical standards are maintained at all times when undertaking delegated duties.
- Knowledge of the PS General Orders, Code of Ethics and Conduct, PFMA, Organic Laws on Provincial and LLG.

NOTE: This job description is not designed to be all-inclusive. Employees 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 **Assistant District Reporting and Monitoring Officer – HIGHLANDS (DFPDM.009) , Grade 11.** 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:.....

