

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

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO
OFFICE: TWIN TOWER 1, WAIGANI	DESIGNATION/CLASSIFICATION REGIONAL ASSISTANT SECRETARY – MOMASE	GRADE GRADE 18
DIVISION: PROVINCIAL & DISTRICT REPORTING AND MONITORING DIVISION	LOCAL DESIGNATION REGIONAL ASSISTANT SECRETARY – MOMASE	
BRANCH: MOMASE REGIONAL BRANCH	REPORTING TO: FAS -PDRMD	SYS. POS. N/A
SECTION: N/A	LOCATION TWIN TOWER 1 WAIGANI	REF. NO:

**HISTORY OF POSITION**

FILE REF.	DATE OF VARIATION	DETAILS
	23. 01. 2021	Revise, rename, redesign
	26.03.2024	Rename

**2. PURPOSE**

Reporting and Monitoring of mandatory reports by the Provincial Governments and Local Level Governments in the Momase Region and to achieve its intended purpose of providing a robust and effective government public financial management, accounting and reporting services at the Sub-National.

**3. DIMENSIONS**

The position of the Regional Assistant Secretary – Momase directly reports to the First Assistant Secretary for Provincial District Reporting and Monitoring Division (PDRMD) and is responsible for eight (8) subordinates that includes two (2) Manager Reporting & Monitoring and Manager Accounting, one (1) Provincial Reporting & Monitoring Officer, one (1) Senior Accountant Provincial One (1) District Reporting & Monitoring Officer, two (2) Accountant LLG and one (1) Assistant District Reporting & Monitoring Officer.

**4. PRINCIPLE ACCOUNTABILITIES**

- I. Daily Management of the functioning of the Regional Branch.
- II. Provide advice and support to the members of the Executive and Senior Management of the department on all matters relating to submission of mandatory reports for the Region by respective Provincial Governments and Local Level Governments in the Region.
- III. Be the Department of Finance representative on the Provincial Government Audit, Accounting, and Finance Committees or other such intergovernmental Committees or Sub Committees, if any, at the Provincial level, and to prepare and present advice on accounting and financial management

initiatives relating to Public Accounts, Public Financial (Management) Acts, and other related financial matters as might arise from time to time

IV. Maintain professional conduct, confidentiality and ethical standards.

## 5. MAJOR DUTIES

- Maintain overall direction, control and management of the Regional Branch directing the efforts towards the development and implementation of its services;
- Create and maintain financial report databases for Provincial Governments and Local Level Governments;
- Carry out review of Financial procedures and system and report on recommendation for improvements;
- Effectively Provide Leadership and Management of the Regional Branch and participate in Departmental Committee Meetings;
- Manage Momase Regional staff affairs and wellbeing through effective supervision, authentic assessment of work performance via Staff Performance Appraisal (SPA), monitoring of general workplace behaviour, attendance and punctuality and provide guidance and counselling where needed;
- Initiation and delegated tasks and review of draft works by subordinates;
- Ensure training needs of subordinates are communicated to Organizational Strategy Division (OSD) and any internal training is properly managed and facilitated;
- Train, coach and mentor subordinates to ensure ongoing staff capacity building on the job and knowledge and skills transfer;
- Ensure effective leadership, management and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff and stakeholders;
- Effectively manage and maintain staff attendance and punctuality records, and ensure zero to minimal disciplinary issues, quality work output and positive staff morale;
- Effectively manage staff training needs and communicate to the Organizational Strategy Division (OSD) any training programs and ensure it is properly managed and facilitated;
- Effectively coach, train and mentor subordinated Staff to ensure ongoing staff capacity building on the job and knowledge and skills transfer;
- Ensure subordinate staff is trained and instilled with operational knowledge and understanding of the Integrated Financial Management System (IFMS);
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.

## 6. NATURE AND SCOPE

### 1.1 WORKING RELATIONSHIP

#### (a) Internal

- All members of the Department pertinent to Divisional matters arising

#### (b) External

- All Provincial & LLG Administrations, Extended National Departments, Statutory Bodies or entities relevant to matters arising involving the Department of Finance

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

### 7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Organic Law on Provincial & Local Level Government
- Goods and Services Tax Act
- Fiscal Responsibility Act
- Public Service (Management) Act and General Orders
- Medium Term Fiscal Strategy
- PNG Vision 2050
- Development Strategic Plan (2010 – 2030)
- Treasury Bill Act 1974
- Medium Term Debt Strategy
- PNG Medium Term Development Plan
- Public Service Policies on Accounting, Procedures, Systems and Practices.
- Government Accounting Systems.
- Internal Department of Finance Policies and Procedures

### 7.2 Recommendations:

- Provide recommendations to First Assistant Secretary - PDRMD on branch matters.
- Recommend to the FAS - PDRMD possible resolutions and identify ways to improve issues, systems and process within the branch, division and Department.

### 7.3 Decisions:

- Provide insights and make decisions on delegation/allocation of tasks;
- Decide on relevant recommendation to be brought to the attention of the Deputy Secretary through the FAS – PDRMD.

## 8. CHALLENGES

- Assisting the FAS - PDRMD with planning and development of Divisional Work plan and Divisional Budget.
- Keeping update and aware the with changes in legislations, Acts, and internal policies;
- Performing higher role of duty in the absence of the incumbent;
- 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;
- Limited resources may 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. This includes the Integrated Financial Management Systems (IFMS).

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### Qualifications and Work Experience:

- Have a Master Degree in Commerce, Accounting, Business Management, or Economics from a recognised University;
- Postgraduate Diploma in the above disciplines would be highly desirable;
- Have ten (10) years of work experiences at Provincial & District Finance and Provincial & Local Level Government;
- Experience in all areas of accounting, budget and financial management;

