



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFPEFA.007
OFFICE: 6 th Floor, Twin Tower 1	DESIGNATION/CLASSIFICATION: ASSITANT SECRETARY, GRADE 17	
DIVISION: FMIP	LOCAL DESIGNATION: PUBLIC EXPENDITURE & FINANCIAL ACCOUNTABILITY	
BRANCH: PEFA	REPORTING TO: MANAGER – FMIP SYS. POS. NO: REF. NO: DFFMIP.001	
SECTION:	LOCATION: TWIN TOWER 1-WAIGANI NCD	

HISTORY OF POSITION		
File no.	Date of variation	Details
ORIGINAL	02/12/2005	Created
	14.05.2012	Redesignated
	24.03.2025	Revise, rename, redesign according to Re-org

2. PURPOSE

To manage and provide support and assistance to the Assistant Secretary – Frameworks and Standards so as to undertake and implement any work activities under PEFA (Public Expenditure & Financial Accountability Project as directed by Assistant Secretary and First Assistant Secretary.

3. DIMENSION

The Senior Manager – PEFA reports directly to the Assistant Secretary – Frameworks and Standards under Financial Reporting and Compliance Division and is responsible for Senior Manager and the two officers in Support Review Officer and Support Reporting Officer respectively.

4. PRINCIPLE ACCOUNTABILITIES

- I. Assist the Assistant Secretary – Re-establish PEFA Working Group Committee and the PEFA National Management Committee.

- II. To undertake PEFA Reform activities in collaboration with reform implementing agencies as provided for under the PEFA Road map.
- III. Ensure all Monthly, half yearly and annual reports are provided to Senior Management so as key stakeholders such as reform implementing agencies and development partners PFM group.
- IV. People, management and administration of the PEFA section.
- V. Maintain professional conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Maintain and ensure monthly TWC Meetings are conducted;
- Maintain and ensure Quarterly National Management Committee meetings are conducted.
- Conduct weekly consultative meetings with reform implementing agencies to assess and monitor their performance in reform implementation;
- Prepare and design PEFA Assessment methodologies for National and Sub-national assessment;
- Update the reporting template for the implementing agencies in preparation for consolidated report to be produced half yearly and yearly;
- Preparation of Monthly reports for senior management;
- Research with line agencies especially Treasury on mid and final budget outcome, status and other reports and data to be included in the mid-year and annual PEFA Report;
- Attend to development partners request on PEFA Reports and other updates on PFM reform implementation status by line agencies including Finance, Treasury and Planning Departments;
- Identify need for resources and play a middle man role to seek support from development partners in order to support the need areas thereby reforms can be fully implemented;
- Conduct regular branch/team meeting to assess and monitor work progress undertaken by individual officers;
- Provide leadership, mentoring and coaching for those reporting to the Manager and other similar senior officers;
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- Effectively manage and maintain staff attendance and punctuality records, and ensure zero to minimal disciplinary issues, quality work output and positive staff morale;
- Closely supervise and monitor subordinates work performance and assess individual performance through the Staff Performance Appraisal (SPA);
- 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 Public Expenditure and Financial Accountability 31 Performance Indicator and 96 Sub-Indicators or dimensions.
- 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 OF THE WORK

(a) Internal

- Liaise closely with the Reports to the Assistant Secretary and First Assistant Secretary– Frameworks and Standards and Financial Reporting and Compliance Division respectively;
- Works alongside with the Senior Manager – PEFA;

- Supervises the Senior Manager, Support Review Officer and Support Reporting Officer.

(b) External

- Liaise with PEFA Reform implementing agencies and other stakeholders in consultation with the Assistant Secretary.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- PNG Vision 2050
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.
- PEFA Frameworks and the 31 Performance Indicators and 96 Sub-indicators

7.2 Recommendations:

- Provide recommendations to First Assistant Secretary (FAS) through Assistant Secretary (AS) on branch matters.
- Recommend to First Assistant Secretary (FAS) through Assistant Secretary (AS) 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 First Assistant Secretary (FAS) through the Assistant Secretary AS).

8. CHALLENGES

- Assisting the Assistant Secretary with planning and development of Divisional Work plan and Divisional Budget;
- Keeping update and aware 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, KNOWLEDGE, EXPERIENCES AND SKILLS

Qualifications and Experiences:

- Degree in Accounting or Business management from a recognised University or Tertiary Institute;
- Extensive experience in public financial management within public Sector/Agency;
- Have at least 5-7 years of practical experience in a relevant environment;
- Must be a registered/certified CPA member;
- Good exposure working in Public Sector Public Financial Management /Accounting.

Knowledge:

- High level knowledge of Microsoft Office program including Word, Excel and PowerPoint
- Extensive knowledge of good management practices;
- Comprehensive knowledge of PNG Public Service Systems;
- Knowledge of the Public Finance Management Act;
- Practical knowledge of the Public Financial Management System and Process.
- Practical knowledge of the PEFA Frameworks for both National and Sub-national

Skills and Abilities:

- Have high level Communication and Interpersonal Skills;
- Well-developed analytical skills to support problem solving and related issues;
- Effective report writing and presentation skills;
- Have the ability to understand PEFA Frameworks well and its application of the 31 Performance Indicators and sub-indicators for National and Sub-national PEFA;
- Proven ability to lead and manage a small team of professionals;
- Strong ability to manage multiple tasks, prioritise and meet deadlines;
- Ability to be highly organised and to respond to pressure;
- Ability to provide effective management advice.

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.

