



## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1.0 IDENTIFICATION

<b>AGENCY:</b> Department of Information and Communication Technology	<b>SYS. POSN. NO:</b> 0580000043	<b>REF. NO:</b> ICCS.57
<b>WING:</b>	<b>DESIGNATION/CLASSIFICATION:</b> Manager Gr.16	
<b>DIVISION:</b> Corporate Services	<b>LOCAL DESIGNATION:</b> Manager (Finance and Administration)	
<b>BRANCH:</b> Finance and Administration	<b>REPORTING TO:</b> Director for Corporate Services	<b>SYS. POS. NO:</b> ICCS.54
<b>SECTION:</b>	<b>LOCATION:</b> Town	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org:	1/08/20	Created as per the restructure of the Department.

#### 2.0 PURPOSE

The Manager (Finance and Administration) is responsible for the provision of effective and efficient financial services relating to management of Department's annual budget, administration/logistics and physical assets to ensure that all work programs and operations of the Department are resourced and supported in a timely manner.

#### 3.0 DIMENSIONS

<b>FINANCE</b> Custody of Department Annual Budget	<b>NO.OF STAFF SUPERVISED</b> Direct: 3 Indirect: SOS	<b>OTHER RESOURCES</b> All Branch assets
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#### 4.0 PRINCIPAL ACCOUNTABILITIES

- 4.1 Provide timely advice and reports to the Director (Corporate Services) on financial, administration/logistics and asset management matters of the Department.
- 4.2 Ensure effective and efficient management of the Branch work programs and activities consistent with the targets and objectives set out in the Management Plan.
- 4.3 Ensure effective and efficient management and implementation of the Department's Annual Budget and the financial allocation for PIPs and other projects consistent with the Corporate and Management Plans, the Public Finance (Management) Act and Financial Regulations and Audit Act.

- 4.4 Develop and implement financial plans in alignment with the Corporate and Management Plans and PIP development projects and ensure that program and project targets and objectives are achieved.
- 4.5 Effectively administer the Integrated Financial Management System (IFMS) in accordance with the Public Finance (Management) Act and financial regulations.
- 4.6 Conduct quarterly budget reviews and prepare reports to ensure transparency and accountability in the use of public funds and assets.
- 4.7 Ensure the up-keep of up-to-date accounting and financial records for reporting purposes consistent with the Public Finance (Management) Act and Audit Act.

## **5.0 MAJOR DUTIES**

- 5.1 Provide advice and reports to Director (Corporate Services) on financial and asset management matters.
- 5.2 Implement work programs and financial services consistent with the targets and objectives set out in the Management Plan.
- 5.3 Ensure that procedures and requirements of the Integrated Financial Management System (IFMS) are adhered with in the drawing and disbursement of Department's funds in accordance with the Department's priorities.
- 5.4 Draw up the preparation and implementation of the Department's Annual Budget and PIP budget consistent with the priorities of the Corporate and Management Plans.
- 5.5 Monitor, supervise and control the procurement of goods and services process to ensure proper utilization of financial resources consistent with the Public Finance (Management) Act and regulations.
- 5.6 Conduct quarterly reviews and preparation of asset reports to maintain accountability in the use of public funds.
- 5.7 Maintain financial and accounting records including disbursement and acquittals of funds for audit and regular reporting purposes to the Department of Treasury and Finance.
- 5.8 Preparation of monthly cash-flows forecast for submission to the Department of Finance and Treasury to secure the Department's monthly allocations.
- 5.9 Ensure the IFMS system is operational to ensure the processing of payments /commitments are made in a timely manner.
- 5.10 Develop and maintain effective policies, strategies and procedures on budget and financial expenditure, procurement of goods and services and management of Department assets.
- 5.11 Monitor the personnel emolument budget (Item 111) and advise management to ensure that annual financial ceilings are not exceeded.
- 5.12 Develop and maintain the Department's asset management system to ensure proper utilization of resources.

- 5.13 Monitor the progress of PIP projects and other impact projects and ensure to maintain records of all procedures regarding financial expenditure and decisions-making at various phases of implementation.
- 5.14 Recommend and support the training and development of staff to enhance their skills and knowledge in appropriate areas of financial management services in collaboration with the Human Resources Management Branch.
- 5.15 Represent the Department at various meetings, conferences and forums.
- 5.16 Perform other duties as directed by the Director (Corporate Services).

## **6.0 NATURE AND SCOPE**

Though a middle management position, it is responsible for the development and well-being of the entire workforce of the Department working in collaboration with the other Wings of the Department :

- Provides advice .
- Collaborates with other Branch Heads on HR training plans, conducting staff performance appraisals, disciplinary matters and terms and conditions of employment.
- Improve and maintain more effective recruitment procedures to quickly fill staffing needs and shortfalls in vital positions in all divisions of the Department.
- Conduct psychometrics testing to assess staff aptitudes and abilities for assist proper deployment and utilization of staff from time to time.
- Support development and maintenance of service standards for the Department.
- Participates in stakeholder engagement in human resource development matters.
- Keep in touch with other organisations in public and private sectors, attends seminars, meetings, workshops and other forums to keep abreast of changes taking place in the area of human resource development.
- Develop and maintain effective systems for maintaining staff performance standards,

## **6.1 WORKING RELATIONSHIP**

### **Internal**

- Consult with the Director for Corporate Services HR matters
- Consult with Executive Managers and other Branch Managers on staff and HR matters.
- Consult with Branch staff on HR and administrative matters.

### **External**

- Liaise with the Department of Personnel Management on HR related matters.
- Liaise with HR institutions, including the PNG Institute of Human Resource Development and Government Precinct on HR issues.
- Liaise with relevant international development partners and other stakeholders on HR programs and projects .

## **6.2 WORK ENVIRONMENT**

- This is a professional and managerial job and requires a person with significant experience and background in all facets of HRD.

## **7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES**

## 7.1 Rules and Procedures

The incumbent is guided by:

- The Department Corporate Plan, Management Plan and various Management directives of the Department
- Medium Term Development Plans (MTDP) III
- Various legislations including Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act, and industry regulations

## 7.2 Decision

- Set priorities and targets for the Branch
- Work plans and procedures
- Staff performance appraisal, recruitment, training and development
- Conflict management and resolution.

## 7.3 Recommendation

- Staff promotion, transfer, recruitment, training and development.
- New or revised work plans and activities.
- Work ethics and best practices.

## 8.0 CHALLENGES

- Work culture, values and ethics.
- Lack of staff capacity and resources.
- Lack of team work and participation.
- Recruitment and retention of staff.
- New HR initiatives and organisational change management.

## 9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS

### 9.1 Qualifications

Must possess a bachelor's degree or Diploma with relevant experience in Financial Accounting/Management and familiar with Budgetary Procedures or an appropriate discipline from a recognized university.

### 9.2 Knowledge

- Conversant with HRM practices, policies and strategies and developments.
- Grasp of the Public Service HR System and ALESCO Payroll system.
- Thorough knowledge of the Government policy implementation framework, national development plans including MTDP III.
- Conversant with the Public Service (Management) Act and Public Service General Orders, Special General Orders from time to time, Public Finance (Management) Act and Financial Regulations and appropriate labour laws and regulations.

### 9.3 Skills

- Demonstrated leadership, management and organizational ability in managing the development of human resources.
- Excellent oral and written communication skills
- Demonstrated interpersonal ability to build and sustain collaborative relationships with staff at all levels of the organisation, clients and stakeholders.

- Possess negotiation and analytical skills in conducting dialogue and reaching mutual beneficial outcomes with stakeholders.
- Demonstrates public service professionalism and probity.
- Maintains good image of the Department.
- Computer literacy in appropriate software applications.

#### **9.4 Work Experience**

Minimum of five years relevant work experience at a supervisory level or equivalent in large government agencies or private sector with a significant background and proven track record in financial and budget management.