



## DEPARTMENT OF COMMUNICATION AND INFORMATION

### JOB DESCRIPTION

#### 1. IDENTIFICATION

	<b>POSN. NO:</b> 0580000010	<b>REF. NO:</b> ICCS.60
<b>DEPARTMENT:</b> Information and Communication Technology	<b>DESIGNATION/CLASSIFICATION:</b> Examiner/Certifying Officer - Grade 12	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION:</b> Examiner/Certifying Officer	
<b>DIVISION</b> Corporate Services	<b>IMMEDIATE SUPERVISOR:</b> Accountant	<b>POS. NO:</b> ICCS.58
<b>BRANCH:</b> Finance	<b>HIGHEST SUBORDINATE</b> <b>Manager Finance</b>	
<b>SECTION:</b>	<b>LOCATION</b> Waigani- Port Moresby	

#### HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
	17/03/21	Reclassified

#### 2. PURPOSE

To provide assistance to the Manager Finance with regard to managing the financial operations of the Department of Information and Communication Technology (DICT) by ensuring the integrity of the Department accounts.

#### 3. DIMENSION

Financial - Nil	Staff supervised -Nil	Others – Nil
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#### **4. PRINCIPAL ACCOUNTABILITIES**

- 4.1 Ensure expenditure claims are properly examined and certified before they are checked by the Internal Auditor who approves for commitment. All claims are forwarded to Section 32 Representatives in the Department for approval;
- 4.2 Ensure all claim comply with procurement process before they are processed in the IFMS system.
- 4.3 As a Public Service and Accounting Position, it is guided by the Public Service Finance (Management) Act, Public Service (Management) Act, General Orders and IFMS and other financial procedures and instruction of the Public Service.

#### **5. MAJOR DUTIES**

- 5.1 Ensure that all requisites (FF3/FF4) from authorized requisition officers are recorded and referred to Section 32 Officer for approval;
- 5.2 Examine all claims to determine the validity, genuineness and correctness before payment;
- 5.3 Ensure there are three (3) quotations for amounts exceeding K500.00;
- 5.4 Take positive measures to curtail high costs where necessary;
- 5.5 Securitize all advance claims and maintain relevant register;
- 5.6 Maintain all acquittal register and follow-up all advance acquittal;
- 5.7 Ensure that all claims exceeding K5000.00 are pre-audited;
- 5.8 Maintain proper filing and safekeeping of paid vouches; and
- 5.9 Payout cheques to recipient under proper identification and signature.

#### **6. NATURE AND SCOPE**

The Certifying Officer is to be based in the Finance Section of the Corporate Service and will performs all accounting job, particularly verifying expenditure claims of the Department which including assisting the accountant to:

- evaluate and certify all claims against procurement process to ensure compliance with the PFMA and IFMS system.
- reconcile expenditure and commitments;
- help develop focus for new budget with justified notations;
- attend to treasury and finance departments to defend budget or request for budget adjustment;
- monitor and report expenditure trends that require attention of the Director.

## **6.1 WORKING RELATIONSHIP**

### **Internal**

- This Position reports to the Manager-Finance via the Accountant.

### **External**

- Liaise with Departments of Finance and Treasury, various Business Houses and Division/Branches within Department.

## **6.2 WORK ENVIRONMENT**

- This position is administrative and is based in Down Town Port Moresby, however where the need arises the incumbent may be required to take official duty travel out of the Office, and in doing so;
- The Certifying Officer will be knowledgeable in accountancy, project management, procurement and reporting. The incumbent will directly use IFMS Public Service Accounting System in performance of its daily task.

## **7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES**

### **7.1 Rules and Procedures**

The Certifying Officer is guided by the;

- Internal management and operational policies of the Department,
- Department budget control measures,
- ICT and other relevant government development policies including MTDP 3,
- Public sector reforms,
- Public Service Code of Ethics and Conduct,
- ICT legislations and other relevant laws and regulations.

### **7.2 Decision**

- Branch work plans and procedures
- Staff performance appraisal, training and development
- Conflict management and resolution.

### **7.3 Recommendation**

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

## **8.0 CHALLENGES**

- Work culture, values and ethics.
- Negative work practices.
- Lack of staff capacity and resources.
- Lack of team work and participation.
- Lack of support from Management

## **9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **9.1 Qualifications**

- Diploma or University Degree in Accounting or equivalent. Or a Certificate in Accounting or related Business field supported by work experience in the similar role

### **9.2 Knowledge**

- Possess basic Accounting and Office Procedures and some knowledge of Public Finance Accounting System (IFMS); and
- Procurement Procedures.

### **9.3 Skills**

- Must possess skills in Office Procedures and General Accounting Skills and must be computer literate.

### **9.4 Experience**

- Five 3-5 years' experience in a similar field.