



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

	POSN. NO: 0580000045	REF. NO: ICCS.61
DEPARTMENT: Information and Communication Technology	DESIGNATION/CLASSIFICATION: Data Entry Officer Grade 11	
OFFICE/AGENCY:	LOCAL DESIGNATION: Data Entry Officer	
DIVISION Corporate Services	IMMEDIATE SUPERVISOR: Accountant	POS. NO: ICCS.58
BRANCH: Finance	HIGHEST SUBORDINATE Finance Manager	
SECTION:	LOCATION Waigani	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
ICCS.61	17/03/21	Reclassified

2. PURPOSE

- Operate and input data in IFMS computer system relating to funding and expenditure for the Department.
- Accurate, complete and timely processing of authorised claims and related reporting.
- To manage the day-to-day operations and processing under the IFMS accounting system and its associated peripherals for the Department of Information and Communication Technology (DICT) in an effective and efficient manner.

3. DIMENSIONS

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

- Accountable to the Manager Finance through Accountant.

5. MAJOR DUTIES

- 5.1. Commitment of claims for ILPOC and cheque run.
- 5.2. Produce and maintain cheque and Cheque usage reports.
- 5.3. Ensure timely processing of ILPOC and cheques.
- 5.4. Ensures daily start up and monitoring of cheque payouts.
- 5.4. Ensure daily expenditure reports are produced.
- 5.5. Ensure month and Year End Rollovers are done.
- 5.6. Ensure accounts entries comply with IFMS operating system.
- 5.7 Assist with any other Accounting duties.

6. NATURE AND SCOPE

- The job is basically to do with running of cheques and usage reports for claims, including paying out of cheques.
- The scope of the job is limited within the Department and major suppliers of goods/ services and; ensure that all claims charged to the Department are properly screened, registered and cheques/POs are done.

6.1 WORKING RELATIONSHIPS

(a) Internal

- Works closely with the Examiner and Certifying Officer and Accountant, and other staff of the division.

(b) External

- Department of Treasury & Finance.
- IT section – PGAS or IFMS DoF

- Various business houses.

6.2 WORK ENVIRONMENT

The position is administrative and is located within Waigani area, Port Moresby. However, when required, official visits to government agencies within and outside of National Capital District relating to the job is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures –

- ❖ Job operates within the precincts of the Public Service General Order, Business Processes, Public Finance (Management) Act, DPM Circular Instructions.
- ❖ Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of Public Finance Management policies, practices and procedures.
- ❖ Maintain high level of confidentiality of information.
- ❖ Maintain high level of work ethics and professionalism.

Decision- Nil

Recommendations - Nil

8. CHALLENGES

Key challenges for the job include: ensuring of timely processing of ILPOCs /cheques that enhances a good image of the department and public service as a whole.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Diploma or Certificate in Accounting or equivalent and supported with relevant work experience.

(b) Knowledge: Must have excellent knowledge of the following:-

- Public Finance Management Act 1995.
- Above average knowledge of the Government Accounting System (IFMS).

(c) Skills - Ability to demonstrate the following skills at a high level:-

- Good typing speed.
- Operates the IFMS
- Computer Literate.

(d) Experience

Minimum of three (3) years' work experience in a similar role with IFMS and computer experience.