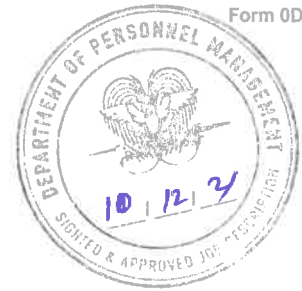




PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form 0D2.7

1. IDENTIFICATION

<b>AGENCY:</b> Works & Highways	<b>SYS: POSN.NO:</b>	<b>REF: NO:</b> 60CSFA12
<b>WING:</b> Corporate Services	<b>DESIGNATION/ CLASSIFICATION:</b> IFMS Help Desk - Grade 13	
<b>Division:</b> Finance & Information Communication Technology	<b>LOCAL DESIGNATION:</b> IFMS Help Desk	
<b>Branch:</b> Finance & Accounting	<b>REPORTING TO:</b> Senior Accountant - SAL & Budget Grade 16	<b>FSYS. POS. NO:</b>  <b>REF. NO:</b> 60CSFA02
<b>Section:</b> SAL & Budget	<b>LOCATION:</b> Headquarter - Boroko	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111-60-A00	10/12/2021	Create

2. PURPOSE

Reporting to the Senior Accountant, Salaries & Budget, the IFMS Help ensures that all IFMS issues at HQ and provinces are resolved on time.

3. DIMENSIONS

Timely resolution of IFMS issues received from HQ and Provinces and ensure continuity of the process on a daily basis.

4. PRINCIPLE ACCOUNTABILITIES

Accountable to Senior Accountant (SAL & Budget).

5. MAJOR DUTIES

- 5.1 Lead the IFMS help support team
- 5.2 Address, check and resolve all related issues in the daily operation of the IFMS process at headquarter and at provincial levels.
- 5.3 Assist all staff who are in need of any form of assistance under IFMS system.
- 5.4 Other duties as directed consistent with above.

6. NATURE AND SCOPE

This position will be directly responsible to the Senior Accountant (SAL & Budget).

6.1 WORKING RELATIONSHIP

- (a) Internal

Report directly to Senior Accountant (SAL & Budget).

**(b) External**

Liaise with WPA (Department of Finance) through Senior Accountant (SAL & Budget) on matters relating to IFMS system.

**6.2 WORK ENVIRONMENT**

This position is located at Department of Works, Headquarters in Port Moresby and it's and administrative position which focuses on the timely resolution of IFMS system matters.

**7. CONSTRAINTS FRAMEWORK AND BOUNDARIES****▪ Rules/ Procedures**

All duties of this role must be done within the boundaries and framework of all enabling legislations and regulations including the Public Service Management Act and Public Finance Management Act, Public Service General Orders, and the Department Operational Manuals Policies, Internal DOWH Policies and Procedures.

**▪ Decision**

Decisions taken shall be in line with the applicable law, standard practices of contract management, departmental policies and the relevant agreements in place.

**Recommendations**

- Any recommendations made should be in line with the applicable act, bidding documents, the Good procurement Manual and other relevant conditions, guides, manuals, standards and specification.

**8. CHALLENGES**

Funding constraints and delay release of funds. Making sure IFMS system issues resolved on time.

**9. QUALIFICATIONS, EXPERIENCES AND SKILLS****(a) Qualifications**

The incumbent must have a satisfactory completion of Grade ten (12) and possession of such other educational qualifications, (i.e., members of a recognized Accountancy body or Graduate Accountant as required by DPM.

**(b) Knowledge**

The incumbent must have wide knowledge in the field of Government Accounting in particular relating to the Department and the use of IFMS system.

**(c) Skills**

The incumbent must be computer literate in all aspect of departmental use of Computerized Reporting System.

**(d) Work Experience**

Associate work experience in Government Accounting computing system minimum of two to four (2-4) years experience in the Accounting field.