



**Papua New Guinea Public Service
Position Description**



1. IDENTIFICATION

AGENCY:	SYSTEM POSITION NO:	REF NO:
<i>Department of Works & Highways</i>		60CSFICT01
WING: <i>Corporate Services</i>	DESIGNATION/CLASSIFICATION: <i>First Assistant Secretary – Finance & ICT - Grade 18</i>	
DIVISION: <i>Finance & Information Communication Technology</i>	LOCAL DESIGNATION: <i>First Assistant Secretary – Finance & ICT</i>	
BRANCH:	REPORTING TO:	SYS. POS. NO: REF:
	<i>Executive Director – Corporate Services</i>	<i>60CS01</i>
SECTION:	LOCATION: <i>Headquarter - Boroko</i>	

History of position

File ref:	Date of variation	Details
111-60-A00	10/12/2021	Renumber

2. PURPOSE

Reporting to the Executive Director – Corporate Services, the position of **Senior Manager – Finance & ICT**, contributes to the implementation of the **National Road Strategy (NRNS)**, **Connect PNG**, and other key Government reform initiatives in the road sector by providing strategic leadership to the Department's finance & accounting, information communication technology and property & assets management functions, which includes budget preparation & expenditure reporting, payment processing, reimbursements, payment clearances & deposits, bank reconciliation, deployment of new ICT systems, web services, ICT communication support, intranet & internet service, coordination of property maintenance and general assets management, to support the achievement of the objectives of the Department. The position also leads the development of the Finance Management and Information Communication Management Strategies to transform the department into an effective and high-performing road network manager.

3. DIMENSION

The dimension of the position is big, which included the provinces as well, programs like, budgets, payments, expenditure reporting, payment clearances, systems & processes, automation & digitisation, coordination of property & assets maintenance & management services. In this regard, the Senior Manager – Finance & ICT is expected to operate in compliance with all legal acts and is fully accountable for the management of the finance & ICT services functions, to enable the Executive Director – Corporate Services to meet their performance obligations and/or targets.

This role is also responsible for the quality, integrity and validity of strategic advice and reporting provided to the other department's executives and ensuring that the Executive Director – Corporate Services and other staff are fully informed on matters relevant to them in relation to the finance & ICT services functions and services of the Department.

The division has a total 72 staff (Office of Senior Manager – Finance & ICT, Finance & Accounting Branch, Information Communication Technology Branch and Property & Assets Management Branch) and a budget of a little over K16 million.

4. PRINCIPAL ACCOUNTABILITIES

1. Deliver high quality finance, ICT and property & assets maintenance services to the Department to enable it to fulfil its legislative and policy mandate to implement the **National Road Network Strategy (NRNS), Connect PNG, the DOWH Corporate Plan, and the Road (Management and Fund) Act 2020.**
2. **Deliver cost effective and efficient accounting and financial systems and information communication technologies, policies and procedures that meet the current and future business requirements of the department**
3. Lead the preparation of the **DOW Annual Recurrent Budget** to ensure key programs and/or activities in the Corporate Plan are captured to enable the department to implement its mandated responsibilities.
4. Implement key DOW organizational responsibilities to improve the department's performance.

5. MAJOR DUTIES

- I. **Deliver high quality finance, ICT and property & assets maintenance services to the Department to enable it to fulfil its legislative and policy mandate to implement the National Road Network Strategy (NRNS), Connect PNG, the DOWH Corporate Plan, and the Road (Management and Fund) Act 2020, Finance Management and ICT strategies.**
 1. Lead and direct the provision of high-quality services and programs, in the areas of finance, information communication technology services, property asset management, security to enable the efficient and effective delivery of corporate services across the department.
 2. Evaluate and respond to the ongoing needs of the Department, determining the most appropriate technologies that are cost-effective that address the specific needs of the divisions and staff in the department.
 3. Direct the overall performance of the recurrent budget against the approved workplans that are in line with the department's performance targets
 4. Provide timely, strategic, expert, and authoritative advice to the Secretary and Executive Director – Corporate Services regarding the definition and implementation of an appropriate framework of financial policies, practices, and ethical standards to shape the organisational culture which is consistent with the Department's strategic vision and mandate.

5. Act as the primary escalation point for urgent, complex, or highly sensitive financial issues, determining appropriate responses and the need for further escalation to the Secretary
 6. Develop effective working relationships with the relevant government agencies that enable development and implementation of effective corporate services to the Department.
- II. Deliver cost effective and efficient accounting and financial systems and information communication technologies, policies and procedures that meet the current and future business requirements of the department.**
1. Ensure all financial commitments, transactions and payments comply with the Public Financial Management Act (PFMA) and all other relevant acts
 2. Develop and oversee internal review function to ensure finance, ICT and property & assets operational controls and policies are complied with.
 3. Develop and oversee finance & accounting, information communication technology and property & assets management policies and procedures that meet both current and future business needs of the department.
 4. Manage the financial management system of the department.
 5. Provide sound advice on the adaptation of relevant ICT systems applicable to the department
- III. Lead the preparation of the DOW Annual Recurrent Budget to ensure key programs and/or activities in the Corporate Plan are captured to enable the department to implement its mandated responsibilities.**
1. Oversee and lead annual budgeting and planning process in conjunction with key Activity Heads review all financial plans and budgets, monitor progress and changes, and keep senior leadership team abreast of the organisation's financial status
 2. Prepare the Recurrent Budget for the department capturing the Corporate Plan deliverables and/or activities
 3. Ensure monitoring of the department's expenditure in accordance with the approved budgetary appropriations and guidelines
 4. Coordinate and implement all finance & budgetary requirements of the department
 5. Plan and prepare the Divisions annual report and workplan
- IV. Implement key DOW organizational responsibilities to improve the department's performance.**
1. Prepare the Recurrent Budget for the department capturing the Corporate Plan deliverables and/or activities
 2. Ensure monitoring of the department's expenditure in accordance with the approved budgetary appropriations and guidelines
 3. In partnership with the Secretary and the Executive Directors, implement the organisational transformation program in DOW to enable it to become a successful road network manager and fulfil its mandate.
 4. Develop the capacity of each employee in the Division by providing targeted training and developmental opportunities directly relevant to their role and the needs of the Division.
 5. Provide the Executive Director – Corporate Services and Secretary with regular reports on key issues in the Division and recommendations for any required action.
 6. Conduct regular staff meetings, at least monthly, to discuss work related issues, identify problems, and develop solutions to enable the effective delivery of functions and services.
 7. Under the direction of Secretary and Executive Director – Corporate Services, maintain effective communication with key stakeholders about the strategies and operations of the Department to secure policy and strategic support for the

Department and its role in the whole of government planning and execution of policies.

6. NATURE AND SCOPE

6.1 Working relationship

Who	Why
Internal	
Secretary	Providing sound advice consistent with the role and responsibilities of the position
Executive Directors and Senior Managers	Consult, inform, and coordinate the implementation of the Finance Management strategy, plans and programs. Provide status of the expenditure against the approved budget appropriation
Provincial Works Managers	Consult on the payment issues for Service Providers i.e. Contractors and Suppliers
External	
Senior Officers (DPM, Finance, Treasury, National Planning, ICT, Transport, IRC, PNG Road Fund, Nambawan Super, ICT Service Providers)	<ul style="list-style-type: none"> • Department's Policies and Strategies • Work Plans and Budgets • Payments • Departments corporate performance issues • ICT Services
Development Partners	<ul style="list-style-type: none"> • Payment issues and reports

6.2 Working environment

The position operates within a highly dynamic and fluid policy and legislative environment, in an organisation that is transforming from a conventional public service environment to a more commercially focused and dynamic business environment.

6.3 Reporting arrangements

(a) Reporting Line

Secretary

Executive Director – Corporate Services

Executive Directors

(b) Direct Reports

1 First Assistant Secretary – Finance & Information Communication Technology

2 First Assistant Secretary – People & Culture

(c) Indirect Reports

1 Assistant Secretary – Finance & Accounting

2 Assistant Secretary – Information Communication Technology

3 Assistant Secretary – Organisational Development

4 Assistant Secretary – Employee Services

5 Assistant Secretary - Professional Development Services

6 Assistant Secretary – Technical Training Services

7 Manager – Properties & Assets

6.4 Budget & Expenditure

Budget: In accordance with approved annual budget appropriation

Financial Delegation: In accordance with current instrument of financial delegation

7. CONSTRAINTS, FRAMEWORKS, AND BOUNDARIES

The position operates under the direction of the Secretary and Executive Director – Corporate Services within the constraints, frameworks, and boundaries set by high-level Government policy and applicable legislation, in particular, the **Public (Services and Management) Act and its regulations**, the Department of Personnel Management **General Orders**, the **Public Finances (Management) Act**, the **National Public Service Code of Conduct**, the **DOWH Leadership Agreement**, **National Procurement Commission Act**, the **Road (Management and Fund) Act 2020**, the **PNG National Road Network Strategy**, and other legislation and policy relevant to the role.

8. CHALLENGES

1. Ensure all financial transactions and commitments comply with the Public Finance Management Act, related acts and Financial Instructions and policies
2. Gaining cooperation, compliance, and engagement to manage and inform Department strategy, portfolio, and governance in an environment of conflicting interests and opinions
3. Foster and manage internal and external relationships to maximize commitment to and participation in DOW organizational change programs and the road sector institutional reform program.
4. Manage transformational change to achieve organizational objectives with minimum disruption to operational services delivered by the department.
5. Develop all relevant and required policies and the implementation of controls on the use of ICT services and infrastructure programs, plans and related technical requirements to meet world's best practice
6. Technological advancement
7. Sustainability and maintenance of ICT infrastructure and equipment

9. REQUIRED COMPETENCIES

- High standards of integrity, professionalism and accountability and the ability and commitment to uphold the credibility of the Department.
- Demonstrated senior level experience in providing policy advice on financial services and information communication technology functions in consistent with the approved government decisions and instructions.
- Demonstrated senior level experience in strategic corporate planning especially within the financial management and strong track record of leading the development of divisional workplans and associated implementation measures.
- Demonstrated senior level experience in providing sound advice on information communication technology trends and the applicable systems in consistent with the changes relevant to the department.
- Thorough understanding of public employment and Public Finance Policies and legislation in PNG and government public sector reform initiatives in this area, including detailed knowledge of the **Public (Services and Management) Act and its regulations**, the Department of Personnel Management **General Orders**, the national **Public Service Human Resources Business Processes Manual**, the **Public Finances (Management) Act** (and its regulations), the **National Procurement Commission Act**, the **National Procurement Commission Procurement Guidelines**, and other associated policy and legislation relevant to the role.

- Thorough understanding of the **Road (Management and Fund) Act 2020**, the **PNG National Road Network Strategy**, the **PNG National Transport Strategy**, or the capacity to quickly obtain that knowledge
 - Highly developed interpersonal skills and a demonstrated ability to communicate and negotiate effectively with a diverse range of groups and prepare high quality reports.
 - Demonstrated capacity to work independently as well as contribute positively to a team environment.
 - Demonstrated extensive ICT knowledge
 - Competence with a range of computer software programs, including Word, Excel, and PowerPoint and any applicable specialist programs (e.g. CONCEPT Payroll System).
 - **Bachelor level degree in business studies** (e.g. accounting, finance, economics, leadership, information systems & management) from a recognized institution. Additional postgraduate qualifications in public administration, finance, or related field will be highly regarded.
- (a) **Qualifications**
Bachelor level degree in business studies (e.g. accounting, finance, economics, leadership, information systems & management) from a recognized institution. Additional postgraduate qualifications in public administration, finance, or related field will be highly regarded.
- (b) **Knowledge**
- *Thorough understanding of public employment and Public Finance Policies and legislation in PNG and government public sector reform initiatives in this area, including detailed knowledge of the Public (Services and Management) Act and its regulations, the Department of Personnel Management General Orders, the national Public Service Human Resources Business Processes Manual, the Public Finances (Management) Act (and its regulations), the National Procurement Commission Act, the National Procurement Commission Procurement Guidelines, and other associated policy and legislation relevant to the role.*
 - *Thorough understanding of the Road (Management and Fund) Act 2020, the PNG National Road Network Strategy, the PNG National Transport Strategy, or the capacity to quickly obtain that knowledge*
- (c) **Skills**
- *Highly developed interpersonal skills and a demonstrated ability to communicate and negotiate effectively with a diverse range of groups and prepare high quality reports.*
 - *Demonstrated capacity to work independently as well as contribute positively to a team environment.*
 - *Demonstrated extensive ICT knowledge*
 - *Competence with a range of computer software programs, including Word, Excel, and PowerPoint and any applicable specialist programs (e.g. CONCEPT Payroll System).*
- (d) **Work Experience**
- *High standards of integrity, professionalism and accountability and the ability and commitment to uphold the credibility of the Department.*
 - *Demonstrated senior level experience in providing policy advice on financial services and information communication technology functions in consistent with the approved government decisions and instructions.*

- *Demonstrated senior level experience in strategic corporate planning especially within the financial management and strong track record of leading the development of divisional workplans and associated implementation measures.*
- *Demonstrated senior level experience in providing sound advice on information communication technology trends and the applicable systems in consistent with the changes relevant to the department.*