



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: WORKS AND HIGHWAYS	SYS. POSN. NO: (10 digit concept payroll no.)	REF. NO: 60CSPDS13
WING: CORPORATE SERVICES	DESIGNATION/CLASSIFICATION: COORDINATOR ADMINISTRATION & FINANCE GRADE 12	
DIVISION: HUMAN RESOURCE	LOCAL DESIGNATION: COORDINATOR ADMINISTRATION & FINANCE	
BRANCH: STAFF PROFESSIONAL DEVELOPMENT SERVICES	REPORTING TO: ASSISTANT SECRETARY (STAFF PROFESSIONAL DEVELOPMENT SERVICES)	SYS. POS. NO: REF. NO:
SECTION: ADMIN. & FINANCE	LOCATION: HEADQUARTERS	

HISTORY OF POSITION

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

2. PURPOSE

To provide administrative and related support services necessary for the effective operation of the branch.

3. DIMENSIONS

- 3.1 Operates within headquarters for the coordination, control and implementation of SPDS and related support services. The position is established within an approved administrative structure responsible for SPDS administration in headquarter.
- 3.2 The position is also responsible for the procurement of office training stationary items and materials.
- 3.3 The position is also responsible for the reconciliation of all SPDS expenditures and revenues for Compliance and reporting purposes.
- 3.4 Provide advice on current status of funds allocation as well as related outstanding issues.

4. PRINCIPLE ACCOUNTABILITIES

To the Assistant Secretary (SPDS) for sound and efficient administrative and related support services to meet the needs of Staff Professional Development Services, clients as well as course participants.

To the Assistant Secretary (SPDS) for the effective control and monitoring of Accounts Recording System, Expenditure schedules and revenues within the SPDS Branch.

5. MAJOR DUTIES

- 5.1 Daily administration of support services and supervise the activities of all support staff.
- 5.2 Oversee the procurement of office and training stationery items and materials.
- 5.3 Administer and Coordinator all Expenditure schedules and Revenues of the Staff Professional Development Services Branch.
- 5.4 Ensure claims are to be processed and checked against correct Activity votes and provide up to date reports of statement of all accounts.
- 5.5 Provide coaching and counseling to subordinate in terms of dealing with SPDS staff, clients and trainees.
- 5.6 Liaise with Senior Accountant Budget and Accounting services for updates of Management and General Ledger Reports.

- 5.7 Advice Assistant Secretary (SPDS) on matters relating to administration support services and SPDS Accounts including provision of monthly Financial Situation report.

6. NATURE AND SCOPE

The position is within the middle management level of SPD&T Branch and reports directly to the Assistant Secretary (SPDS).

6.1 REPORTING AND WORKING RELATIONSHIP

(a) Internal

- Reporting to Assistant Secretary SPDS
- Responsible for Supervisor Records Management, Supervisor Training Quarters and Ancillary staff and also Finance Officer.

(b) External

- Banks and services providers.

5.5 WORK ENVIRONMENT

This is a senior position located within Department of Works & Highways, Headquarters SPDS Branch. It is responsible for the effective control and monitoring of Accounts recording system, facilities and assets.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures**
This job operates within and is guided by General Orders, Public Finance & Management Act and relevant Act/Policies.
- **Decision**
Decisions taken shall be in line with the training policy and procedures, related departmental policies including PSMA, Financial Management Act and the Public Service general orders.
- **Recommendations**
Any recommendations made should be in line with the training policies and procedures, related departmental policies including PSMA, Financial Management Act and the Public Service general orders.

8. CHALLENGES

Being proactive in all SPDS Issues.

Maintain an up to date records of commitment as well as financial schedules for timely payments and management informed decision

Reconciliation of SPDS financial records to that of Finance and Budget branch accounts record.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(c) Qualifications

- Diploma in Human Resource/Public Administration/Accounting or equivalent with at least three (3) years' experience in related field.

(b) Knowledge

- Sound knowledge of Department of Works-SPDS Branch functions, Government Accounting systems and procedures as well as Public Service Rules and Regulations.
- Adequate knowledge of WING: practices and other application software.

(c) Skills

- Good management and organizational skills and can be able to communicate effectively with people at all levels and must be able to work under pressure.
- Computer literate with knowledge on MS Word and MS Excel.

(d) WORK EXPERIENCE

- At least three (3) years of experience in Finance and Administration within an administrative support services environment, preferably in a training institution.