



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

#### 1. Identification

<b>Department</b> Public Service Commission	<b>Position Number</b> COMCS.001
<b>Division</b> Corporate Services Division	<b>Designation/Classification</b> Director – Corporate Services - Grade 17
<b>Branch</b>	<b>Local Designation</b> Director – Corporate Services
<b>Section</b>	<b>Reporting to:</b> PSC Secretary
<b>Location</b> Waigani	<b>Incumbent:</b>

#### HISTORY OF POSITION

DPM file No.	Date of Variation	Details
O&AS3-2-20	20.10.2000	Created.
O&AS3-2-20	14.11.2001	J.E. Reclassified. Adopted new concept of J.D & Revised Duties.
O&AS3-2-20	12.9.2003	Created.
IMpl; 6-2-5	27/07/07	Renumber/Reclassify

#### 2. Purpose

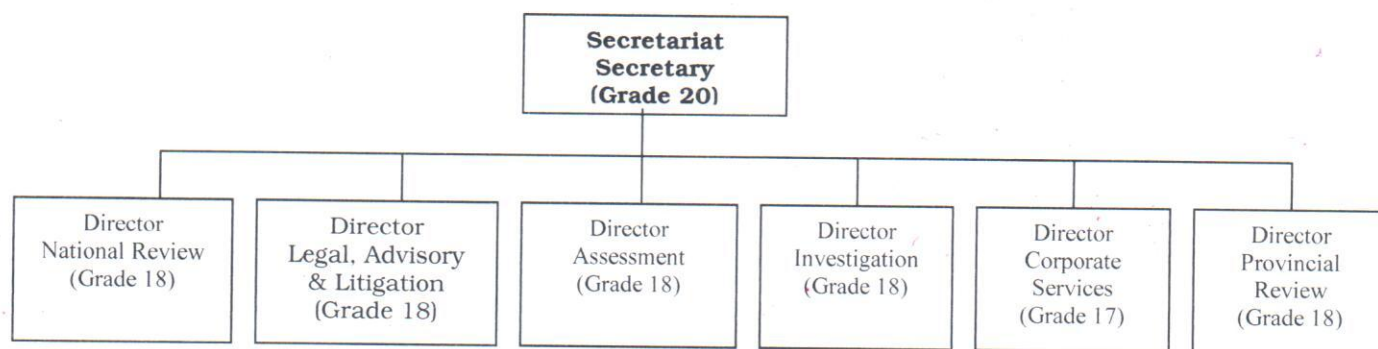
To plan, organise, lead and control the staff, activities and functions of the Corporate Services Division in compliance with the Public Services Commission (PSC) vision, mission, functions, capacity building plan (CBP), together with the management, corporate and strategic plans.

#### 3. Dimension

Manages the Commission's recurrent budget of K2, 439, 477. It has a total staffing level of twenty three (23) with three (3) reporting directly on a daily basis on matters concerning the operations of their Branches and the Division as a whole. The facilities include twenty three (23) computers, twenty three (23) printers, twenty three (23) office desks and chairs, one set of launch chairs and tables, twenty three (23) filing cabinets, one facsimile, twenty three (23) telephones and one (1) vehicle.

#### 4. Nature and Scope Reporting Relationship

It is one of the six (6) Directors reporting directly to the Secretary of PSC Secretariat on the management of their Division. In regard to the specific functions of the Branch, which is the provision of Corporate Services (HR, Finance, IT, Media & Publication and Registry), the Director Corporate Services reports directly to the Secretary. However, for internal audit, the Internal auditor reports to the Chairman.



#### 4.1 Work Environment

Plan, organise, lead and control the staff, activities and functions of the Corporate Services Division, which include human resources, finance, information technology, media & publication, registry and internal audit, in compliance with the Public Services Commission (PSC) vision, mission, capacity building plan (CBP), together with the effective co-ordination and implementation of the Commission's management, corporate and strategic plans.

#### 4.2 Constraints Framework and Boundaries

Inadequate budget appropriation to cater for the total costs of operation of the Commission.

- **Rules/Procedures**

Broad knowledge of Public Service (Management) Act; the General Orders; Public Finance (Management) Act; the Organic Law on Provincial & Local Level Government Act and other relevant legislations.

- **Decision**

Allocation/assignment of tasks/activities to subordinate positions (staff) in the Division with time frame to complete the tasks. Allocation of funding to the various Items according to the need of the Commission. Submissions for additional funding for the Commission, during budget quarterly reviews.

- **Recommendations**

Approval of Budget Estimates for the preceding year.

Additional funding to meet the Commission's additional costs outside of the Budget during quarterly reviews.

Transfer of funds under the Secretary's Advance (SA) to meet the Commission's requirements.

Prompt issuing of monthly allocation to avoid delays in the execution of the Commission's activities.

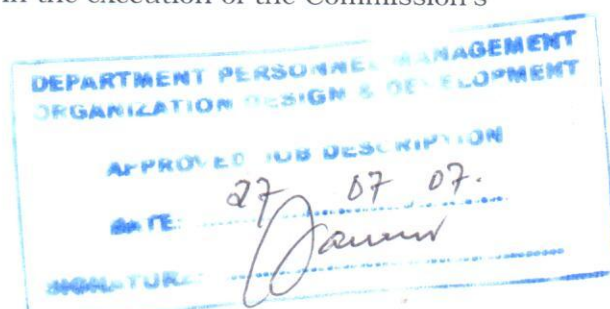
Disciplinary actions for officers of the Division.

In-house staffing matters (Leave, HDA, SPAs, etc)

Training & development for the staff of the Division.

#### 4.3 Challenges

- The Commission effectively and correctly manages its funds (Budget) in terms of





expenditure according to the law (Public Finance (Management) Act.

- The Commission's accounts are internally audited on a regular basis.
- The Corporate Services Division is highly efficient, effective and pro-active in meeting the needs of the Commission.
- The commission's records are accurate and up to date.

#### **4.4 Working Relationship**

- **Internal**

Secretary of the Secretariat, Chairman and Commissioners, Directors of Legal, National Review, Provincial Review, Investigation, Assessment and Staff of the Secretariat.

- **External**

Department of Finance, Department of Treasury, Department of Personnel Management and Provincial Administrations and other relevant Departments and Institutions.

### **5. Qualifications, Experiences and Skills**

#### **5.1 Qualifications**

First Degree in Accountancy/Commerce/Economics or Business Studies or Human Resource Management (HRM) or Public Administration and/or other related discipline from a recognized University or Institution.

#### **5.2 Knowledge**

Public Finance (Management) Act; Public Services (Management) Act; Public Service General Orders; Accounting; Public Expenditure Control; Budgeting; Auditing; Project Planning & Management; Organic Law on Provincial & Local Level Governments; Computer applications using WINDOWS 95/98/2000 and EXCEL; Minimum of 10 years work experience in accounting or finance & budget; Personnel management or HRM functions, including staff development and training, recruitment & selection/promotion and industrial relations within public or private sectors; Proven performance and practical experience in government accounting, finance & budgeting roles & responsibilities for minimum of 5 years; at least 3 years experience at a managerial position essential.

#### **5.3 Skills**

Must have the ability to demonstrate the following:

- Written and oral communication (presentation) skills in English, including report writing.
- Staff management, supervision and leadership qualities.
- Financial planning and public expenditure control skills.
- Project planning and management.
- Public relations and inter-personal skills.
- Computer skills-WINDOWS 95/98/2000 and EXCEL desirable.

### **6. Principle Accountabilities**

- Plan, organise, lead and control the operations, functions and resources of the Corporate



Services Division.

- Direct, organise and co-ordinate the activities of the Division with particular reference to accounting & budgeting, salary & personnel, registry, office services, transport, recruitment & staff development and training.
- Liaise with the Secretary, prepare and present annual budget estimates to the Department of Treasury on behalf of the Commission.
- Control and manage the Commission's revenue, expenditure, budget and other accounting services.
- Prepare and review expenditure statements and monthly statements of payments.
- Certify all claims in accordance with Department of Finance regulations (i.e. compliance with Public Finance (Management) Act, and prepare payments.
- Provide advice and assistance to Secretary of PSC Secretariat on all aspects of the Commission's administration with particular reference to financial management constraints, personnel and organizational matters.
- Act as a Financial Advisor to the Commission and its Secretariat.
- Provide proper response to the Auditor General's Office queries in relation to the Commission's books of accounts & budget systems.
- Ensure efficient and effective management of the operations and resources of the Division.
- Ensure that core businesses and objectives relevant to the Division under the Capacity Building Plan are prioritized and implemented accordingly.
- Good understanding and familiarity with PSC's vision, mission, constitutional roles & responsibilities & various plans, etc.
- Prepare the Annual Report of PSC by providing summative account of the Division's activities and operations.

