



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. Identification

Department Public Service Commission	Position Number COMCS.008
Division Corporate Services	Designation/Classification Examining Officer - Corporate Services - Grade 12
Branch	Local Designation Examining Officer - Corporate Services
Section	Reporting to: Finance Manager - Corporate Services
Location Waigani	Incumbent:

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	27.7.2007	Created.

2. Purpose

To examine and certify that all claims are in order for expenditure and maintain the system check and balance in line with the Department and Public Accounting Procedures.

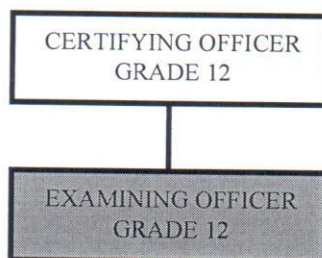
3. Dimension

Manages the Commission's daily flow of claims and ensure that check and balance attributed. Ensure that Financial procedures adhere to and correctness of all transactions. Ensure that claims are properly documented.



4. **Nature and Scope
Reporting Relationship**

Report to Certifying officer on administrative and financial matters.



4.1 **Work Environment**

Assist the Certifying Officer and the Finance Manager in the disbursement of financial matters. Liaise with the Department of Finance and other financial institutions for financial examination and accountability purposes.

4.2 **Constraints Framework and Boundaries**

Inadequate funding on items.

• **Rules/Procedures**

Broad knowledge of Public Service (Management) Act; the General Orders; Public Finance (Management) Act; and other relevant legislations.

• **Decision**

Identify anomalies and or adequate funding detected must be brought to immediate supervisor.

• **Recommendations**

1. Carry out major examination into the financial matters on a decision made by the Commission.
2. Undertake any special or assigned examination on financial matters as directed by the Finance Manager or the Director Corporate Services.
3. Ensure to prepare financial reports and make appropriate recommendations on the analysis and findings thereof, for consideration by the Commission.
4. Provide sound advice for financial matters in terms of examination purposes.

4.3 **Challenges**

- The Commission to effectively and correctly manage its funds accordance with the financial procedures set down in the Public Finance (Management) Act.
- Financial records are internally audited.
- That all the financial transaction in and out of the Commission must be properly examined before processing taking place.
- Carry out other duties as directed by the supervisor, and or Director Corporate Services.



4.4 Working Relationship

- **Internal**

1. Finance Manager, Director Corporate Services Division, Chairman, Commissioner (N), and Commissioner (P), Secretary and staff of the Division, and other Divisions.

- **External**

1. All Finance Officers from the National Departments; all Provincial Administrations; all Statutory Authorities and Non-Government Organizations (NGOs).

5. Qualifications, Experiences and Skills

5.1 Qualifications

Grade 12 or equivalent i.e. matriculation; Diploma or certificate in accounting in one of the recognised institution; and 2-3 years of work experience in a similar environment desirable.

5.2 Knowledge

Possesses a proficient level of:-

- (a) Public Services (Management) Act, Public Services General Orders, Public Finance (Management) Act, Organic Law on Provincial & Local Level Governments and their application.
- (b) PSC's Vision, Mission, Functions, Capacity Building Plan (CBP), Corporate and Strategic plans, etc.
- (c) Good knowledge of Public Service Management and Development Policies, procedures & systems, and their application.
- (d) Sound knowledge of corporate planning and implementation.
- (e) Sound knowledge of budget planning & costing.
- (f) 2-3 years work experience in a similar environment.
- (g) Basic knowledge on computing application and use of Windows 95/98/2000 and EXCEL operations.

5.3 Skills

Must have the ability to demonstrate the following:

- Book keeping.
- Inter-personal.
- Numerical.
- Supervisory.
- Planning & development of project.
- Communication (written & oral).
- Analytical and research.

DEPARTMENT PERSONNEL MANAGEMENT	
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- Good personal qualities such as:
 - Good appearance (dress in tidy attire & neatly);
 - Good attendance & punctuality;
 - Good sense of duty, very co-operative, reliable and adaptable;
 - Good job attitude and ability to learn new concepts or ideas; and
 - Loyal, honest, trustworthy, transparency and sober habits

6. Principle Accountabilities

- Ensure expenditure claims are cleared.
- Effective record maintenance on transactions of funds.
- Examine all claims coming in and out of the Commission.
- Prepare financial data's.
- Advice on availability of funds.
- Ensure that transaction cheques are examined and cleared.
- Give sound advice to the Finance Manager, and or Director Corporate Services Division on other financial matters as and when required.
- Perform other duties as directed consistent with the above.

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