



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO:	REF. NO: CS 001
WING: Operations	DESIGNATION/CLASSIFICATION: Director General – Grade 19	
DIVISION: Corporate Services	LOCAL DESIGNATION: Director General – Corporate Services	
BRANCH:	REPORTING TO: Deputy Secretary (Operations)	SYS. POS. NO: REF. NO: OP.01
SECTION: Office of the Director General	LOCATION: Sir Manasupe Haus, Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08/04/2016	Created

2. PURPOSE

To provide leadership and manage the operations of, the five branches within the Corporate Services Division which include Finance and Administration, Human Resource Management, Corporate Planning and Management, Information Technology and the State Building, Assets and Security.

3. DIMENSIONS

The Director General – Corporate Services Division reports to the Deputy Secretary – Operations and oversees the activities of the Branches within the Corporate Services Division, through five subordinate managerial positions and two support positions:

- Director, Finance and Administration
- Director, Human Resource Management
- Director, Information Technology
- Director, Corporate Planning and Management
- Director, State Building Assets and Security
- Administrative Assistant
- Driver

4. PRINCIPLE ACCOUNTABILITIES

- To assist the Deputy Secretary – Operations and the Chief Secretary, through the provision of effective leadership and management of the Corporate Services Division.
- Provide guidance and advice to the Assistant Secretaries in the Finance & Administration, Human Resources Management, Information Technology, Corporate Planning and Management and the State Building, Assets and Security Branches to support their execution and delivery of the agreed priorities of the Division.
- Encourage and oversee the development of new initiatives, reviews of current processes/policies and improve the delivery of Divisional outcomes.

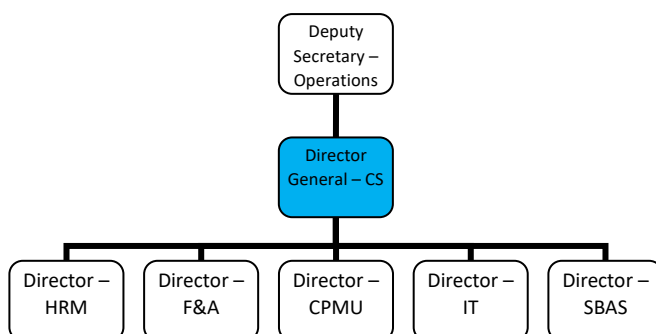
5. MAJOR DUTIES

- 5.1. Ensure to contribute to the overall leadership and management of the Corporate Services Division in accordance with the Departments Corporate Plan and the Divisional and Branch work plans.
- 5.2. Provide high level advice and briefs on the financial performance, HR management, personnel, payroll, information & communications technology, and general administration of the Department.
- 5.3. Support the Deputy Secretary – Operations and participate as a member of the senior executive of the Department to ensure goals set by the Department are achieved.
- 5.4. Represent the Department on behalf of the Chief Secretary and Deputy Secretary on boards and committees where required.
- 5.6. Support the Chief Secretary by maintaining proper accounting, financial management and general management systems to ensure that the Department operates in accordance with the Public Service Management, Public Finance Management Act and other relevant Acts and Regulations.
- 5.7. Manage the performance of all Assistant Secretaries in the Corporate Services Division and provide strategic planning, direction and leadership to ensure that:
 - Division and Branches are adequately resourced to deliver on their priorities
 - Divisional and Branch staff are appropriately paid, trained and have their performance assessed;
 - Divisional and Branch budgets and finances are administered effectively, efficiently and diligently;
 - The assets and facilities and the Security Services of the Department are managed effectively;
 - All Financial and Human Resources Management policies and procedures are adhered to correctly; and
 - The Division and Branches have up to date work plans that are monitored and reported against.
- 5.8. Assume the roles of the Deputy Secretary for Operations Wing in an acting capacity as and when required.

6. NATURE AND SCOPE

The Director General, Corporate Services position is within the executive management level of the Department. The position reports directly to the Deputy Secretary, Operations Wing. It provides strategic advice to the Chief Secretary, the Deputy Secretaries and the Senior Management of the Department on all matters related to Finance, Administration, Human Resources Management, Information Technology, Corporate and Management Plans including the Assets and Security.

6.1. Working Relationship



Internal

- This Director General, Corporate Services reports to the Deputy Secretary – Operations.
- Work alongside other Divisional heads in the Department.
- Direct and manage the work of the Directors for Finance and Administration, Human Resources Management, Information Technology, Corporate Planning and Building, Assets and Security.
- Regular liaison and contact with other staff across all Divisions of the Department.

External

- Liaison with counter parts at the Departments of Personnel Management, National Planning, Finance and the Department of Treasury on matters pertaining to Finance, Budget, Planning and Human Resource Management.
- Liaison with service providers including public and private training institutions.

6.2. Work Environment

The Director General operates as an executive management position and reports to the Chief Secretary through the Deputy Secretary for Operations Wing who is the immediate supervisor. The position is located within the Department at the Sir Manasupe House. It is a Category A Public Service Senior Employment Contract position.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures

- Prime Minister and National Executive Council Act
- NEC Decisions
- Public Service (Management) Act 2014
- Public Service General Orders 2014
- Public Finance (Management) Act 2016
- Medium Term Development Plans (MTDP); 2015 - 2017
- National Strategic Development Plan 2030
- PNG Vision 2050 Strategic Directives
- Senior Contract performance metrics as indicated in the Contract document.
- Staff matters such as discipline must be handled with consultation with HRM.

Decision

- Set goals, targets service standards and priorities for the Division in line with Corporate Plan
- Direct activities and operation of the Division;
- Change procedures and processes of the Division to improve performance;
- Make decisions to ensure the prompt resolution of contentious issues.
- Prepare requisitions for the Division's programs/activities.

Recommendations

- Improvement to activities and programs of the Division within the Department.
- Any recommendations made by the position will be in line with relevant legislations and Standard Practices and National Government major policy initiatives;

8. CHALLENGES

- Five year Learning and Development Plan for the Department
- Enforcement of prudent financial management in the Department.
- Maximum realization of Corporate Objectives within resource limits.
- Encourage best practice in work place within the department to accomplish the roles and responsibilities of the Division.

9. QUALIFICATION, SKILLS AND EXPERIENCE

QUALIFICATION

Bachelor's degree in a relevant field from a recognized institution. A Post Graduate or Masters qualification in economics, public administration or management will be an advantage.

KNOWLEDGE

The incumbent will be familiar with the National Government Legal and Administrative Structures and Processes, National Development Plans and Policies under the public sector reform agenda including PNG Vision 2050, Medium Term Development Strategies (MTDS) and national government priorities. Knowledge of relevant legislation including PM&NEC Act, Public Service Management Act, PS General Orders, Public Finance Management Act and Regulations.

SKILLS

Job Specific skills

Leadership: Lead with personal drive, commitment and resilience. Act as a positive role model on ethical behavior for staff and demonstrate personal qualities of honesty, fairness, and professionalism. Provide strategic direction and inspire a sense of purpose and direction in the work area. Demonstrate insight and vision in providing solutions for a range of problems and ability to effectively implement change and innovation. Demonstrate the ability to motivate and lead diverse multi-stream teams to success. Be able to mentor senior staff and provide a positive learning environment to build staff capability and commitment and institutional strengthening.

Communications: Highly effective written and oral communication, negotiation, persuasion and representation skills. Communicate with influence and political awareness. Liaise and negotiate effectively internally and externally on complex matters. Demonstrated experience in leading and facilitating internal and external dialogues at a senior level and influencing group conclusions resulting in positive outcomes. Confident persona and well developed presentation skills.

Policy analysis and development: Highly developed policy and analysis skills. Provide timely feedback and clear advice on policy/technical documents and make sound policy/technical judgments. Plan and monitor work tasks for goal achievement. Experience in the development of strategic corporate policy solutions to serve the Government while demonstrating public service standards of integrity. Promote effective and efficient service delivery.

Stakeholder relationships: Demonstrated ability to build and sustain effective collaborative relationships with a network of key people, internally and externally. Deliver clear and effective advice to stakeholders. Represent and promote the Department and ensure proactive engagement with all stakeholders.

Technical: A demonstrated knowledge and understanding at a senior executive level of strategic, corporate and workforce planning. Experience with, and the ability to use both the Alesco – Concept Payroll and the Integrated Financial Management System.

WORK EXPERIENCE

Minimum of six (6) years work experience at the senior management level managing multifunctional divisions or branches either in the Public or Private Sector.