



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PRIME MINISTER & NEC	SYS. POSN. NO:	REF. NO: FA 11
OFFICE:	DESIGNATION/CLASSIFICATION: COMMITMENT OFFICER (PGAS) <i>Grade 12</i>	
DIVISION: OPERATIONS	LOCAL DESIGNATION: COMMITMENT OFFICER (PGAS)	
BRANCH: CORPORATE SERVICES	REPORTING TO: SYS. POS. NO: REF. NO MANAGER –ACCOUNTING & REPORTING FA 04	
SECTION: FINANCE & ADMIN	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	Reclass/JD Revised
Org: 01/ 2011	02/12/2011	Reno/Redes/Reclass/JD Revised

2. PURPOSE

- Operate and input data in PGAS computer system relating to funding and expenditure for the Department.
- Accurate, complete and timely processing of authorised claims and related reporting.

3. DIMENSIONS

Financial - Nil	Staff supervised -Nil	Others – Nil
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4. PRINCIPLE ACCOUNTABILITIES

- Accountable to the Manager, Accounting & Reporting.

5. MAJOR DUTIES

- 5.1. Commitment of claims for ILPOC and cheque run.
- 5.2. Produce and maintain cheque and ILPOC usage reports.

- 5.3. Ensure timely processing of ILPOC and cheques.
- 5.4. Ensures daily start up and back up is done timely.
- 5.4. Ensure daily expenditure reports are produced.
- 5.5. Ensure month and Year End Rollovers are done.
- 5.6. Much of the work involves active reliance on PGAS and operation of the system.

6. NATURE AND SCOPE

The job is basically to do with running of cheques and ILPOCS for claims.

The scope of the job is limited within the Department and major suppliers of goods/ services and; ensure that all claims charged to the Department are properly screened, registered and cheques/ILPOCS are done.

6.1 WORKING RELATIONSHIPS

(a) Internal

- Works closely with the Senior Commitment Officer and Systems Administrator in the Computer room, and other staff of the division.

(b) External

- Department of Treasury & Finance.
- IT section - PGAS.
- Various business houses.

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani however, when required, official visits to government agencies within and outside of National Capital District relating to the job is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures –

- ❖ Job operates within the precincts of the Public Service General Order, Business Processes, Public Finance (Management) Act, DPM Circular Instructions.
- ❖ Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of Public Finance Management policies, practices and procedures.
- ❖ Maintain high level of confidentiality of information.
- ❖ Maintain high level of work ethics and professionalism.

Decision- Nil

Recommendations - Nil

8. CHALLENGES

Key challenges for the job include: ensuring of timely processing of ILPOCs /cheques that enhances a good image of the department and public service as a whole.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Diploma in Accounting, Business management or equivalent as may be acceptable to the Chief Secretary.

(b) Knowledge: Must have excellent knowledge of the following:-

- Public Finance Management Act 1995.
- Above average knowledge of the Government Accounting System (PGAS).
- Integrated Finance Management System (IFMS)

(c) Skills - Ability to demonstrate the following skills at a high level:-

- Good typing speed.
- Operates the PGAS/IFMS
- Computer Literate.
- Good communication skills (oral & written)

(d) Experience

Minimum of three (3) years' work experience in a similar role with PGAS/IFMS and computer experience.