



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PRIME MINISTER & NEC	SYS. POSN. NO:	REF. NO: FA 14
OFFICE:	DESIGNATION/CLASSIFICATION: Graduate Trainee Grade 10	
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: Graduate Trainee	
BRANCH: FINANCE & ADMINISTRATION	REPORTING TO: MANAGER - BUDGET	SYS. POS. NO: REF. NO: FA 12
SECTION:	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/ 2016	08/04/2016	No change
Org: 01/ 2011	02/12/2011	Reno/Redes/Reclass/JD Revised

2. PURPOSE

Understudy in all Finance and Administration business but particularly on Departments annual budget, assisting in identifying and providing budgetary plans for the Department of Prime Minister & NEC.
providing advice to support employee welfare and resolve issues of dispute and employee discipline.

3. DIMENSIONS

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

The Graduate Trainee reports to the Manager, Budget. The incumbent is required to support to the Budget team and may liaise with staff of the Department to progress or implement specific projects as a trainee.

5. MAJOR DUTIES

- 5.1 Provide support to Budget team to administer annual budget processes within the department as a trainee.
- 5.2 Support the administrative affairs of internal committees such as Department Budget Committee and other such functions as required under the Public Service Management Act, Public Finance Management Act, and the General Orders.
- 5.3 Provide regular briefs to the Budget Officer and Manager Budget on departments budget and financial matters.
- 5.4 Attend to queries on budget matters over counter and telephone
- 5.5 Assist in liaising with Department of Finance & Treasury on matters relating to budgetary implications

6. NATURE AND SCOPE

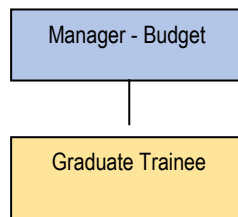
The job provides Budget preparation and financial reporting services to the Office of the Director (F&A). It also ensures that the Departments annual budget is executed and provided in a timely manner.

The scope of the job is broad as this position ensures the effective preparation of Departments Annual budget within the given time frame.

6.1 WORKING RELATIONSHIPS

(a) Internal

The Graduate Trainee provides project support to the Budget team. The Graduate Trainee informs the budget Officer and Manager as soon as possible any abnormal issues arise and may refer matters for resolution.



(b) External

- Constant liaison with Department of Treasury (Economic Policy Unit & Budget)

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 human resource 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 effective organization of work in providing administrative support and promoting service that enhances image of the department and public service as a whole.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Bachelor or Diploma in Accounting, Banking and Finance, Business Management or equivalent as may be acceptable to the Chief Secretary.

(b) **Knowledge:** Posses thorough knowledge of Government Budgetary Cycle, and a excellent working knowledge of the following: -

- Public Service General Orders
- Public Service Management Act
- Public Finance Management Act

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

- Posses' skills in relation to Budget processes
- Computer literate on Microsoft Office Application.
- Good communication skills
- Sound analytical and research skills

(d) Experience

Some level of accounting or financial management experience and broad understanding of the PS system with right attitude and behaviour.