



## Papua New Guinea Public Service

### Position Description



#### 1. IDENTIFICATION

<b>AGENCY:</b> Department of Works & Highways		<b>SYSTEM POSITION NO:</b>	<b>REF NO:</b> 60GC01
<b>OFFICE:</b> Works	<b>Designation/Classification:</b> Deputy Secretary – Grade 19		
<b>DIVISION:</b> Governance & Compliance	<b>Local designation:</b> Executive Director – Governance & Compliance		
<b>BRANCH:</b> Office of the Executive Director (G&C)	<b>REPORTING TO:</b> Secretary	<b>SYS. POS. NO:</b> DOW0000000	<b>REF:</b>
<b>SECTION:</b>	<b>LOCATION:</b> Headquarters, Boroko		

#### History of position

File ref:	Date of variation	Details
TBC	New Position	New position

#### 2. PURPOSE

Reporting to the Secretary, the position contributes to the provision of objective assurance on the Departments effectiveness in Governance & Compliance management and risk management and review of the Departments internal governance and control systems.

It ensures for the Department that there are proper policies in place to manage compliance and there is an adequate system of controls that are functioning effectively and there is compliance to regulations, policies, procedures, departmental standards, specifications and other relevant external policies and relevant legislations. It draws to the attention of management any deficiencies, irregularities, variations against established norms and standards in the Department and in its systems of controls.

#### 3. DIMENSION

Governance & Compliance constitutes a core mandate of the Department to ensure there is value for money in the provision of quality road infrastructure network through ensuring there is compliance to the Departments standards, specifications and policies and procedures. And there is financial compliance through regular internal audits to ensure there are good checks and balances and that the required control systems are adequate.

The Executive Director is expected to have proper Annual Activity Plans covering all aspects of compliance monitoring through programmed audits, un-announced audits and special investigation audits to provide to management the status of the department's internal controls and deficiencies and recommendations for corrective measures to ensure the effectiveness and efficiency of its control systems are maintained.

#### 4. PRINCIPAL ACCOUNTABILITIES

1. To support the the achievement of the strategic objectives of the **National Road Network Strategy (NRNS)**, implement & monitor the department's **Governance and Compliance Strategy** to ensure the highest level of governance practice and culture is maintained throughout the department.
2. In collaboration with all Executive Directors develop high quality policies and procedures to the Department to enable it to perform its roles and responsibilities in compliance to the Public (Services and Management) Act, the Department of Personnel Management General Orders, the Public Finances (Management) Act, the National Public Service Code of Conduct, the National Procurement Commission Act, the Road (Management and Fund) Act 2020 and other applicable legislation and key strategic documents of government.
3. Develop effective annual audit plans and execute timely audits of major infrastructure projects, financial audit of the Department, Human Resource and payroll audits, audit of the Plant and Transport functions of the Department.
4. Develop effective and collaborative working relationship with the Auditor-Generals Office and the Internal Audit Committee in ensuring there are effective audits by the AGO's office and ensuring all Audit Committee meetings are conducted as scheduled and that recommendations are implemented within the Department.
5. Implement key DOW organizational responsibilities to improve the department's performance.

#### 5. MAJOR DUTIES

- I. **To support the the achievement of the strategic objectives of the National Road Network Strategy (NRNS),In collaboration with all Executive Directors, implement & monitor the department's Governance & Compliance Strategy to ensure the highest level of governance practice and culture is maintained throughout the department**
  1. In collaboration with the Secretary and Executive Directors, develop and implement governance and risk frameworks to identify, manage and minimise financial, reputational, and service delivery risks, including the development and implementation of a **DOW Risk Management Framework, DOW Code of Conduct and DOW Leadership Contract Agreement**.
  2. In collaboration with Divisional & Senior Managers, implement the Department's **Governance Policy Framework** and consistent with best governance practice principles and the Government approved governance and ethics framework.
  3. Ensure the **Leadership Contract Agreement** is fully implemented across the Division to ensure best governance practice principles are established with outcome measures for all programs contributing to the achievement of the strategic outputs of the Department.
  4. Ensure staff comply fully, with the Public Service Code of Conduct, all applicable legislation, standards, policies, DPM General Orders, Finance Regulations, and lawful managerial directions in the conduct of the Division's work and workplace behaviour.
  5. Ensure there is effective and efficient application of established rules, policies and compliance to standards and specifications and budgets.
- II. **In collaboration with all Executive Directors develop high quality policies and procedures to the Department to enable it to perform its roles and responsibilities in compliance to the Public (Services and Management) Act, the Department of Personnel Management General Orders, the Public Finances (Management) Act, the National Public Service Code of Conduct, the National Procurement Commission Act, the Road (Management and Fund) Act 2020 and other applicable legislation and key strategic documents of government.**
  1. Lead and direct the development of high-quality in house policies in areas of finance, employee services (including merit-based recruitment, management of employee remuneration, workforce health and safety), property asset management, security, corporate planning, and information technology, and organizational performance (including staff performance management, workforce planning, and staff development) to enable the efficient and effective delivery of corporate services across the department.

2. Evaluate and respond to the mitigation of risk in the Department, through an effective risk management strategy through good risk management policies and risk management audits..
3. Provide and conduct research and develop audit manuals and training guides for audit staff.
4. Monitor compliance to occupational safety standards in the workplace to protect staff from an unsafe working environment and to report unsafe practices or unsafe environments to responsible Divisions to take corrective action.

### III. Develop effective annual audit plans and execute timely audits of major infrastructure projects, financial audit of the Department, Human Resource and payroll audits, audit of the Plant and Transport functions of the Department.

1. Plan, develop and implement comprehensive audit programs for the evaluation of internal controls of all auditable areas within the Department of Works, to assess and evaluate the adequacy, effectiveness and reliability of operating systems and internal controls in accordance with best practices and acceptable audit standards and compliance to laws and regulations.
2. Ensure there is effective and efficient delivery of audit programs, audit investigations, reports and recommendations.
3. Supervise and coordinate the audit activities of staff in the Internal Audit unit.
4. Review audit reports, findings, and recommendations prior to release to management.
5. Prepare and submit Annual Recurrent Budget Estimates for the Internal Audit Unit and manage the budgetary appropriation Quarterly Budget Reviews.

### IV. Develop effective and collaborative working relationship with the Auditor-Generals Office and the Internal Audit Committee in ensuring there are effective audits by the AGO's office and ensuring all Audit Committee meetings are conducted as scheduled and that recommendations are implemented within the Department.

1. Maintain effective working relationships with the DoW&I Internal Audit Committee, Senior Executive Management, and audit staff.
2. Ensure DoW Management responds to Auditor Generals Management Letters from subsequent AGO Audits of the Department.
3. Ensure AGO recommendations are implemented by the Department through an effective AGO recommendation Action Plan.
4. Ensure the Internal Audit Committee meeting schedules are adhered to and recommendations from the Internal Audit Committee meetings are implemented by the respective activities through an effective monitoring process.
5. Ensure Internal Audit Committee meetings are well prepared for through high-quality meeting documents and relevant audit responses from relevant activity heads.
6. Ensure Internal Audit recommendations are monitored and followed up for implementation by the relevant Activity Heads.

### V. Implement key organisational responsibilities

1. In partnership with the Secretary and Executive Directors, implement the **DOW Organisational Transformation Program** in DOW to enable it to become a successful road network manager and fulfil its mandate.
2. Consistent with the **DOW Staff Performance Management System** and **DPM General Order 5**, ensure that each employee in their Division has their own **Performance and Development Plan** that provides them with clear work direction and development goals.
3. Develop the capacity of each employee in the Division by providing targeted training and developmental opportunities directly relevant to their role and the needs of the Division.
4. Provide the Secretary with regular reports on key issues in the Division and recommendations for any required action.
5. Conduct regular staff meetings, at least monthly, to discuss work related issues, identify problems, and develop solutions to enable the effective delivery of functions and services.

6. Undertake efficient, effective, and timely procurement within the Government's requirements that enables the delivery of the Division's services on time and within budget.
7. Under the direction of Secretary, maintain effective communication with key stakeholders about the strategies and operations of the Department to secure policy and strategic support for the Department and its role in the whole of government planning and execution of policies.
8. Comply fully, with the Public Service Code of Conduct, all applicable legislation, standards, policies, DPM General Orders, Finance Regulations, and lawful managerial directions in the conduct of the Division's work and workplace behaviour.

## 6. NATURE AND SCOPE

### 6.1 Working relationships

Who	Why
<b>Internal</b>	
Secretary DoW&I	Providing high level advice consistent with the role and responsibilities of the position
Chairman of DoW&I Internal Audit Committee (IAC)	Ensure IAC meeting schedules are adhered to and recommendations are implemented by Activity Heads
DoW&I Senior Executive Management Team	Ensure all Audit recommendations are implemented Ensure a culture of compliance is developed and implemented by the senior managers Ensure compliance issues are effectively resolved.
<b>External</b>	
Auditor General's Office (AGO)	Ensure AGO audits of DoW&I are well facilitated and their Management letters are received and their recommendations are implemented.
Department of Finance (Internal Audit & Compliance Division)	To ensure Audit Committee meetings proceed as scheduled and ensure IAC meeting agendas are checked prior to IAC meetings.
Police Fraud Squad And	Audit issues that are criminal in nature are referred to the Police Fraud Squad for investigation.
Development Partners/Donor Agencies	Ensure Donor Agencies & Development partners compliance and audit requirements are met.

### 6.2 Working environment.

The position operates within a highly dynamic and fluid policy and legislative environment, in an organisation that is transforming from a conventional public service environment to a more commercially focused and dynamic business environment. Within this working environment, this is a specialist position in the organisation's executive management tier responsible for making sure governance issues are fully complied with when executing large-scale development and road maintenance programs.

### 6.3 Reporting arrangements

#### (a) Reporting Line

Departmental Secretary

#### (b) Direct Reports

- 1) First Assistant Secretary – Policy & Governance
- 2) Chief Internal Auditor
- 3) First Assistant Secretary – Organisational Compliance

#### 6.4 Budget & Expenditure

Budget: In accordance with approved annual budget appropriation

Financial Delegation: In accordance with current instrument of financial delegation

### 7. CONSTRAINTS, FRAMEWORK AND BOUNDARIES

The position operates with a high degree of autonomy under the direction of the Secretary within the constraints, frameworks, and boundaries set by high-level Government policy and applicable legislation, in particular, the **Public (Services and Management) Act and its regulations**, the Department of Personnel Management **General Orders**, the **Public Finances (Management) Act**, the **National Public Service Code of Conduct**, the **DOWH Leadership Agreement National Procurement Commission Act**, the **Road (Management and Fund) Act 2020**, the **PNG Transport Strategy**, the **PNG National Road Network Strategy**, and other legislation and Government policy relevant to the role.

**In particular, the following Rules & Procedures are applicable to this role:**

- Public Finance Management Act, Finance Operational Manual/Financial Instructions
- PSMA, General Orders, Industrial Awards.
- Auditing procedures & standards
- CSTB Good Procurement manual
- Occupational Health and Safety Act and National Occupational Health and Safety Policy

### 8. CHALLENGES

1. Gaining cooperation, compliance, and engagement to manage and inform Department strategy, portfolio, and governance in an environment of conflicting interests and opinions.
2. Lack of commitment by staff and management to implement Audit Committee and Auditor General's recommendations.
3. Lack of commitment from all levels of management in implementing compliance policies and risk policies.
4. Dealing with highly compliance issues and applying the appropriate rules & regulations.

### 9. REQUIRED COMPETENCIES

- Appropriate University Degree with major studies in Business Administration, Accounting, Public Administration, or possession of such other educational qualifications as may be acceptable to the Department of Personnel Management and be a member of a recognized Institute such as CPAPNG, ICMAPNG and or IIA – PNG Chapter, or related field will be highly regarded.
- Demonstrated executive level experience in financial management, accounting and strategic planning in audit and finance.
- Demonstrated senior level experience in risk management implementation.
- Thorough knowledge of the **Public (Services and Management) Act and its regulations**, the Department of Personnel Management **General Orders**, the **Public Finances (Management) Act and its Regulations and Orders**, the **National Public Service Code of Conduct**, the **DOWH Leadership Agreement National Procurement Commission Act**, the **Road (Management and Fund) Act 2020**, the **PNG Transport Strategy**, the **PNG National Road Network Strategy**, and other legislation and Government policy relevant to the role.
- Highly developed interpersonal skills and a demonstrated ability to communicate and negotiate effectively with a diverse range of groups and prepare high quality reports.

- Demonstrated capacity to work independently as well as contribute positively to a team environment.
- Competence with a range of computer software programs, including Word, Excel, and Power Point and any applicable specialist programs.
- High standards of integrity, professionalism and accountability and the ability to uphold the credibility of the Department.
- Proficiency in applying internal auditing standards, procedures, and techniques.
- Proficiency in accounting principles and techniques, an understanding of management principles.
- Must have significant experience in public sector auditing, accounting, business or risk management of which ten (10) years should be at a senior supervisory level.

**Core competencies (essential requirements) to be effective in the role:**

Capability	Level
Strategic Management & Leadership Practice	Highly advanced
Effective Communication	Highly advanced
Knowledge of the Public Finance Management Act and related financial instructions and the financial management manual	Highly advanced
Knowledge of the Public Service Management Act, the General Orders and subsequent special general orders	Highly advanced
Knowledge of the Departments mandate in relation to its specific road infrastructure development mandate	Highly advanced