



## OMBUDSMAN COMMISSION OF PAPUA NEW GUINEA

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>OMBUDSMAN COMMISSION</b>	<b>SEQUENCE NO:</b> 197	<b>POSITION NO:</b> ASD18
<b>DESIGNATION/CLASSIFICATION:</b>	Team Leader – Team 3: Contract “B”– Grade 12	
<b>DIVISION:</b> Annual Statement	<b>LOCAL DESIGNATION:</b> Head Office – Port Moresby	
<b>UNIT:</b> Team3	<b>REPORTING TO:</b> Director Annual Statements	<b>POSITION NO:</b> ASD01
<b>HIGHEST SUBORDINATE:</b> Senior Assessor – Team 3 Senior Assessor – Team 3	<b>POSITION NO:</b> ASD019 ASD020	

#### HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
ASA14	OC Decision No. M5_2024 OF 23/05/2024	As a result of Organizational Restructure

#### 2. PURPOSE

Annual Statement – Team 3, in the Annual Statement Division is managed by Team Leader – Team 3, who leads the Team of Assessors who are responsible for the overall administration of Annual Statements for the Leaders and ensures that Statements are issued, received and assessed in a timely manner and in accordance with the Standard Operating Procedure (SOP).

#### 3. ACCOUNTABILITIES

- Ensure to produce Annual Calendar to guide when to issue Annual Statements forms to Leaders
- Ensure all Annual Statements are issued on time.
- Ensure all Annual Statement are received on time.
- Ensure information declared is entered into the Database in timely manner.
- Ensure comparative analysis is circulated to MOC.
- Ensure requests under *Section 4(4)* of the *OLDRL* is served to the leader in the form of acknowledgement of received of their lodgement of forms (Annual Statement forms).
- Ensure registration of anomalies or variance from the comparison analysis is investigated.
- Reviews comparative analysis reports and make appropriate recommendations.
- Provide guidance to Cases Officers on how to do further investigations where issues are identified from comparative analysis report.
- Ensure Cases Registered, SOPs are strictly enforced.
- Ensure Section 7 of *OLDRL* is sent to respective Ministers who are Directors or have

Shareholding in Companies.

- Ensure Section 8 of OLDRL is sent to respective leaders who are Directors or have Shareholding in Companies.
- Ensure that all “declared Gifts” are valued within one month of receipt by Ombudsman Commission. The Leader is informed of the Commission’s findings and ask for Leader’s intention in the second month of the receipt of the gift.
- Ensure that a monthly report highlighting “*non-submission*” and “*late submission*” statistic for Commission’s consideration and Decision in all its monthly Head Office Commission’s Constitutional matter meetings.
- Ensure that records (both Annual Statement & Leadership Cases/document/materials, etc) are maintained and folioed for all leaders
- Provide guidance to Senior Assessors and Assessors and ensure they discharge their duties in an appropriate manner.
- Ensure Cases do not go backlogged, that is more than six (6) months or more than 1 year. Submission for extension of time shall be done ONLY three time after each six months lapse. If the cases goes beyond two years, have a submission shall be done for the responsible Officer to the Commission for Decision(s) on appropriate penalties.
- Ensure that all Senior Assessors make “*1.5 X Submission relating to matters under their investigations*” in every Commission’s monthly meetings on the Constitutional matter held in the Head Office.
- Ensure that the Senior Assessor is to produce 3 X “Full Investigation Report with draft RTBH” annually
- Ensure that all Assessors make “*1 X Submission relating to matters under their investigations*” in every Commission’s monthly meetings on the Constitutional matter held in the Head Office.
- Ensure that the Assessor is to produce 2 X “Full Investigation Report with draft RTBH” annually.
- Ensure that the Heads of all Government Entities either newly created or within Commission’s Jurisdiction, provide Annual Statements submission(s) within three months.
- Ensure Vetting of all Full Investigation and Draft Right to Heard Reports are done within 14 days.
- Ensure SOP is strictly adhered to.
- Identify training and development needs on an even-handed and fair basis.
- Ensure all operational targets and performance criteria contained in the Ombudsplan are met on a monthly and annual basis and take immediate steps to remedy any problems or deficiencies identified in the statistics and performance reports.
- Provide guidance to Senior Assessors and Assessors and ensure they discharge their duties in an appropriate manner.
- Assist Director ASD contribute to the production of the Ombudsplan by 15 of June annually.
- Ensure that the Unit’s performance against the Ombudsplan report is produced by 30 January of the proceeding year for the preceding year’s Annual Report.
- Assist Director ASD providing monthly briefs to MoC on Division's task updates through the office of the monitoring and evaluation.
- Providing quarterly Performance Management Review (PMR) report of the Division to the Policy & Planning Unit.
- Appraising Senior Assessors and Assessors annual performance and “quality assurance done” on the officers' performance ratings.
- Assist Director ASD responsible in the preparation and compilation of the

Division's Annual Budget Preparation and its Ombudsplan (Annual Activity Plan).

- Assist Director ASD prepare and provide Annual Report write-up for the Division against the Division's Ombudsplan and furnish to the Executive Services Division.
- Shall be heavily involve to produce a Major Report on the National General Election which is held every five year within three months after the "Return of WRIT"
- Shall be heavily involve in prepare a major report on the issuance and administration of Section 27(4) Constitutional Directions prior to the "Issue of WRIT".
- Ensure submissions are made to the Commission to bring new Public Offices under the Leadership Code where necessary.

#### **4. MAJOR DUTIES**

- Exercise delegated functions and powers in accordance with the appropriate sections of the Constitution and the relevant Organic Laws.
- Ensure that effective and efficient management of the team is achieved and sustained and that all Annual Statements are managed in accordance with the ASAU Standard Operating Procedure (SOP) in an effective and efficient manner.
- Provide feedback on assessment reports and activities to case officers within the period prescribed in ASAU Standard Operating Procedure (SOP).
- Provide advice and guidance to all staff within the team and ensure they are discharging their duties in an appropriate manner.
- Ensure that officers are provided training and development programs as identified.
- Ensure the work of the team is carried out within the funds allocated and that monthly projections of expenditure are raised thus ensuring that the Team's budgeted is expended within the approved guidelines
- Ensure that all operational targets and performance criteria contained in the Ombudsplan are met on a monthly and annual basis
- Contribute as required, to the production of the Ombudsplan and the Annual Report in respect of the performance and overall funding requirements of the team.
- Do quality assurance on assessments, reports and related activities and provide guidance to officers to ensure the ASAU Standard Operating Procedure (SOP) is followed.
- Carry out regular case reviews of all work being dealt with by the team, to ensure maximum efficiency is being achieved from the available resources
- Ensure that investigation cases are distributed evenly to team members and are being dealt with in a fair and timely manner.
- Prepare, organize and carry out election awareness and leadership trainings.
- Provide submissions to MoC through Director on backlog cases for extension of time to complete backlog cases.
- Ensure Standard Operating Procedures (SOP) is enforced effectively and efficiently.
- Manage Memorandum of Agreements (MoA) with High Commissioners, Ambassadors etc.
- Provide effective management and leadership within the team to ensure cases are completed within timeframe.
- Dispatch and deliver Annual Statements to Leaders one month before the anniversary date rather ensure that Leader(s) Annual Statement are submitted during the tenure of Leaders. Further ensuring the consistent issuance of Annual Statements annually to Leaders.
- Leaders newly appointed to be given their annual Statements on time.
- Reasonable time is given to Leaders on matters under Section 12 of the *OLDRL* provisions within 3 months.
- Conduct biannual Leadership Summits for all categories of Leaders including providing regular workshops and summits to Category B Leaders.

- Regularly maintain and update Leaders records including entering information into the CMS database.
- Manage tasks within the provisions under *OLDRL* Section 7 and 8.
- Leaders' intelligence information received and on hand are regularly updated and maintained on Commission's database including ensuring security of information at all times.
- Liaise with Office of Counsel on the Directions under S27(4) of the *Constitution* and ensure the Directions are properly managed and discharged.
- Conduct and produce comparative analysis of Leaders Annual Statements and provide to MoC periodically or annually.
- Conduct investigations into irregularities identified in the Annual Statement of the Leader.
- Do submissions to the Commission addressing jurisdictional issues were applicable in consultation with Office of Counsel.
- Ensure proper chain of command are observed at all times.
- Carry out other official duties as required.

## **5. NATURE AND SCOPE**

The Team Leader reports to the Director Annual Statement on both administrative and Annual Statement matters.

### **5.1 WORKING RELATIONSHIP**

#### **(a) Internal**

The Team Leader:

- Reports directly to Director Annual Statement in regard to Annual Statements and related activities for the Team.
- The Team Leader also reports to the Director Annual Statement on employment related matters for the Team.
- Maintain good working relationship with the Members of Commission, Secretary, Director Legal Services, Director Annual Statement and other officers of the Commission.
- Team Leader ensures that Team's monthly targets are achieved.
- Team Leader ensures that the Team's budget are expended according to approved expenditure guidelines.
- Establish and maintain Annual Statement database of all the Category A Leaders.

#### **(b) External**

- Establish contacts and maintain good working relationship with the entities that come under the Leadership Code:
  - Parliament,
  - Constitutional Offices
  - Departments
  - Provincial Administrations
  - Provincial & Local Level Governments
  - Statutory Authorities
- Assist in accompanying case officers to interview complainants and witnesses, serve summons and Right to Be Heard(s).

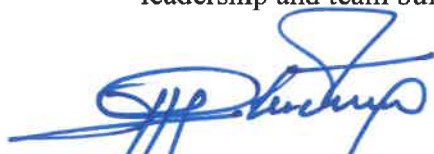
## 5.2

## WORK ENVIRONMENT

- The Team Leader plays the role of providing the leadership and guidance to ensure a good working relationship is maintained for the Team to carry out its primary responsibilities of conducting investigations. The technical role that the position plays is doing vetting on investigation reports to improve the quality and standard of the reports and ensuring that findings in the investigation reports are supported with the relevant laws and guidelines in place.
- In administrative aspect, the Team Leader provides the support of improving the standard of care and security of all information that comes within the scope of leadership investigation and makes sure that all information are handled in a confidential manner and facilitates the security of such information at all times.
- The Team Leader plays the role of providing the leadership and guidance to ensure a good working relationship is maintained for the Team to carry out its primary responsibilities of managing Annual Statements. The technical role that the position plays is doing vetting on assessment reports to improve the quality and standard of the reports and ensuring that findings in the assessment reports are supported with the relevant laws and guidelines in place.
- The Team Leader provides the standard of care and security of all leadership information that comes to the custody of the Team and ensures that all information are handled in a confidential manner.

## 6. QUALIFICATIONS, EXPERIENCES AND SKILLS

- Qualifications** – Bachelor Degree qualification in Accounting.
- Knowledge** – Sound knowledge and understanding of the practices for managing or leading a team. Have a good background knowledge and understanding of financial and data analysis.
- Skills** – High level of interviewing and communication skills. Good understanding of computer applications. Possess high level of skills in analytical and strategic planning including financial and data comparative analysis.
- Work Experience** – Minimum of 5 years or more of extensive financial and data analysis experience from public and corporate organisations. Further experience in Economics, Banking & Finance, Business Management and other related fields. Proven record of leadership and team building experience.



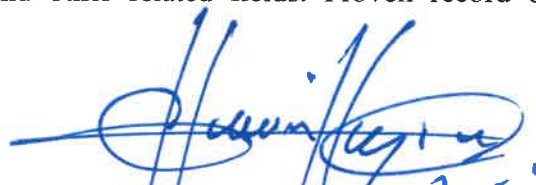
**RICHARD PAGEN**  
**CHIEF OMBUDSMAN**

Date: 01/08/25



**TABITHA SUWAE**  
**OMBUDSMAN**

Date: 04/08/25



**KEVIN KEPORE**  
**ACTING OMBUDSMAN**

Date: 05/08/2025