



**OMBUDSMAN COMMISSION
OF PAPUA NEW GUINEA**

JOB DESCRIPTION

1. IDENTIFICATION

OMBUDSMAN COMMISSION	SEQUENCE NO: 201	POSITION NO: ASD22
DESIGNATION/CLASSIFICATION	Assessor – Team 3: Grade 8	
DIVISION: Annual Statement	LOCAL DESIGNATION: Head Office – Port Moresby	
UNIT: Team 3	REPORTING TO: Senior Assessor – Team 3 Senior Assessor – Team 3	POSITION NO: ASD19 ASD20
HIGHEST SUBORDINATE: Nil	POSITION NO: NA	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
ASA17	OC Decision No. M5_2024 OF 23/05/2024	As a result of Organizational Restructure

2. PURPOSE

The position of the Assessor – Team 3 is established to assess Annual Statements and any other documents and information declared by persons covered by the Leadership Code under Section 26 of the Constitution and to determine their state of affairs annually in accordance with the Constitution, Organic Law on Duties and Responsibilities of Leadership and other relevant Laws.

3. ACCOUNTABILITIES

- Ensures delegated functions and powers are exercised in accordance with the appropriate sections of the Constitution, relevant Organic Laws and other enabling Acts.
- Ensures that efficient management of case load is achieved and sustained in compliance with Leadership Division Standard Operating Procedure (SOP), ASAU Standard Operating Procedure (SOP) and legal requirements.
- Promote and demonstrate effective teamwork in the workplace.
- Maintains good leadership and proactive approach to Annual Statement cases.
- Takes all steps necessary to assist in achieving all operational targets and performance criteria contained in the Ombudsplan.
- Demonstrates professionalism at work and in any business matters of the Commission.

4. MAJOR DUTIES

- The blank/new Annual Statement forms are issued to the leader one month prior to the expiry of the leader's reporting period. The Leader has 30 days prior to the three months mandatory period and the three months mandatory period (120 days in total)
- Two times (X2) reminder letters sent to the Leader during this 120 days, 60 days followed by 30 days.
- If the Returns are NOT received within the 120 days, issue "Statute Breach" notice letter with the advice of penalty of K20,000.00 default fine.
- Ensure that a submission for late and non-submission of Annual Statement is escalated to the Commission for consideration and Decision.
- If the Returns are received, ensure that the information declared is entered into the Database almost immediately.
- Ensure to detect anomalies and variances; and are filtered to the minute paper as data entry whilst data entry and preliminary assessment is on foot.
- From the finding, a minute can be escalated to the Commission if the findings reveals as one to be investigated. *Ensure this case be registered as an investigation file and a Preliminary Investigation* is conducted to be submitted to MOC seeking approval for Full Investigation,
- Ensure comparative analysis is done using the new datas entered against the existing datas to detect anomalies and variances if any. This report is submitted to Commission for its consideration and Decision on a round robin Decision
- From the finding, a minute can be escalated to the Commission if the findings reveals one to be investigated. *Ensure this case be registered as an investigation file and a Preliminary Investigation* is conducted to be submitted to MOC seeking approval for Full Investigation.
- Ensure Section 4(4) OLDRL is served to the leader in the form of an acknowledgement of received of their lodgement of forms with the preliminary findings.
- Ensure Cases Registered, strictly complies with the ASD SOPs requirements.
- Ensure Section 7 of OLDRL form is sent to respective leaders who are Directors or have Shareholding in Companies.
- Ensure Section 8 of OLDRL form is sent to respective Ministers 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
- Ensure Cases do not go backlogged,—that is more than six months. Submission for extension of time shall be done ONLY three time after each six months lapse. If the cases goes beyond two years, a submission shall be done for the responsible Assessor to the Commission for Decision(s) on appropriate penalties.
- Ensure that 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 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 their Annual Statements submission(s) within three months.
- Ensure SOP is strictly adhered to.
- 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 preparing a major report on the issuance and administration of Section 27(4) Constitutional Directions prior to the “Issue of WRIT”.
- Shall make submission to the Commission to bring new Public Offices under the Leadership Code where necessary.
- Carry out other official duties as required.

5. NATURE AND SCOPE

The Assessor deals specifically with Annual Statements relating to Parliamentarians. He/she produces comparative analysis reports and makes recommendation for further actions where necessary. Reports and activities stemming from the assessment of Annual Statements go through the scrutiny of the Team Leader.

5.1 WORKING RELATIONSHIP

(a) Internal

- Reports to the Team Leader on administrative and Annual Statement related matters.
- Works closely with Senior Assessors in Annual Statement matters.
- Maintains good working relationship with team members and other officers of the Commission.

(b) External

- Maintains good working relationship with the Governmental Bodies that come under the Leadership Code and other relevant stakeholders.
- Communicates with other external parties from time to time as and when need arises.

5.2 WORK ENVIRONMENT

The work of the Assessor is derived from Section 4 of the Organic Law on Duties and Responsibilities of Leadership. The nature of the work is more technical in a sense that the Assessor assesses and makes comparative analysis of the Leaders’ Annual Statements. Issues identified from the comparative analysis are tested and investigated for potential breaches of the relevant laws and Acts in place. It is a technical position as it requires more analysis and rationalising of an issue and identify strategies to approach and address the issues.

6. QUALIFICATIONS, EXPERIENCES AND SKILLS

- a) **Qualifications** – Bachelor Degree qualification in Accounting, Economics, Banking & Finance and Business Management.
- b) **Knowledge** – Sound knowledge and understanding of processing financial data and reconciliation. Have general knowledge and understanding of business practices, taxation and company laws.
- c) **Skills** – Possess high level of data analysis and investigation skills. Good communication and report writing skills. Has computer literacy skills.
- d) **Work Experience** – Minimum of 3 years of extensive financial analysis and assets management experiences from public or corporate organisations.



RICHARD PAGEN
CHIEF OMBUDSMAN

Date: 01/08/25



TABITHA SUWAE
OMBUDSMAN

Date: 04/08/25



KEVIN KEPORE
ACTING OMBUDSMAN

Date: 08/08/2025