



**PAPUA NEW GUINEAN
GOVERNMENT**

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	AUTHORISED REQUISITION OFFICER - NRO
Report to:	MANAGER – FINANCE
Division/Branch/Section:	CORPORATE SERVICES
Location:	HEADQUARTER
Classification/ Salary Range:	CUS 07/ K 40,422 – K60,404
Position n°:	CUCS 033
File n°:	

DUTY STATEMENT:

The overall responsibilities of the Commitment Officer is to check the availability of funds in the respective votes /accounts and commit funds through the PGAS system.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting, Finance or other qualifications relevant to the position.
- Over two (2) years' experience in accounting work.
- Ability to work as an individual or a team worker.

KEY COMPETENCIES:

- The Commitment Officer should have sound numerical skills, and pays attention to details and accuracy.
- Possess good analytical skills, and ability to communicate, both orally and in writing, in a clear and concise manner.
- Proven ability to work effectively either as individual or member of a team and relate effectively with staff at all levels of the organization.
- Ability to motivate and lead staff be able to work under pressure and long hours.

KEY RESPONSIBILITIES

The key responsibility of this position is to ensure funds availability and commit the claim for payment. Other responsibilities include;

- To ensure all requisitions for Ilpocs, FF3, FF4 and all payment claims correctly committed in program activity votes.
- To record in the commitment register and to process each claim by committing the funds against the allocated budget.
- To authorize the financial transaction to enable its examination and for further processing of the claim through Integrated Financial Management System (IFMS).

MINOR RESPONSIBILITIES:

- Perform other duties as directed.
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