



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. Identification

Department Public Service Commission	Position Number COMA.002
Division National Assessment Officer	Designation/Classification Principal Assessment Officer National Grade 16
Branch	Local Designation Principal Assessment-National
Section	Reporting to: Director – Assessment Branch
Location Waigani	Incumbent:

HISTORY OF POSITION

DPM file No.	Date of Variation	Details
O&AS3-2-20	20.10.2000	Retained & Revised Duties
O&AS3-2-20	14.11.2001	J.E. Reclassified from Grade 16. Adopted new concept of J.D & Revised Duties.
O&AS3-2-20	12.9.2003	No Change.
O&AS3-2-20	27.7.2007	

2. Purpose

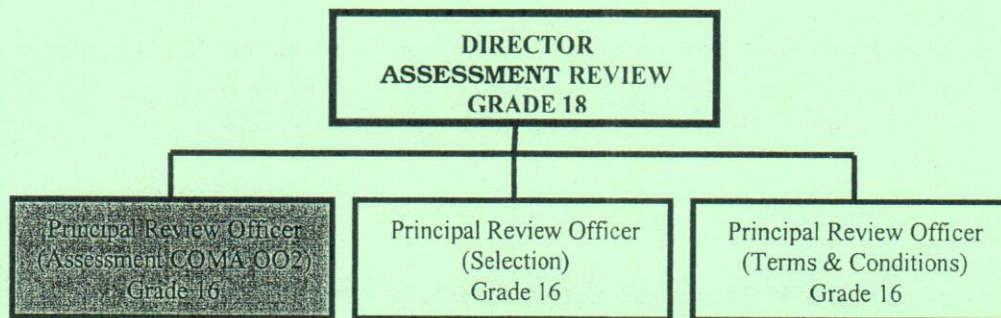
To assist and manage staff, undertake activities and tasks in relation to assessment of applications to the positions of National Department Heads and Statutory Authorities

3. Dimension

Assist in Managing assessment of applications to positions for Department Heads Provincial Administrators, Head of Statutory Authorities and others, position regulated under the Statutory Regulated Authorities. The collections and compiling of relevant data on assessment. Plan and organise interviews schedules for the Commissioners and the Director Assessment.

4. Nature and Scope Reporting Relationship

The Principal Review Officer (Nat) reports directly to the Director ,Assessment. In the absence of the Director assessment, the Principal Review Officer reports directly to the overseer of the Division.



4.1 Work Environment

Assist the Director, Assessment in conducting detail assessment of Applications to the position of National Departmental heads. Prepare submission to the Commission for decisions and maintenance of up to date data on National Department Secretaries and deputies.

- **Rules/Procedures**

Broad knowledge of Public Service (Management) Act; the General Orders; Public Finance (Management) Act; the Organic Law on Provincial & Local Level Government Act and other relevant legislations.

- **Decision**

Decision on appointment and/consultation in the division with time frame to complete the task. Make strategic decisions in consultation with the Director, Assessment on appointment and consultation matters.

- **Recommendations**

1. Conduct interviews and assess applicant on appointment of Department Head for National Department, Provincial Administrators and Statutory bodies for the Commission decision.
2. Ensure to prepare reports and make appropriate recommendations on the analysis and findings thereof, for consideration by the Commission.
3. Implement and finalize decisions made by the Commission promptly.

4.2 Constraints Framework and Boundaries

Political interference in the process of appointment, inadequate budget, appropriation for provincial travel to carry out assessment on Provincial Administrators and Deputies, slowness in the processing of Provincial travels. Lack of co-operation from certain departmental Secretaries, deputy Secretaries and Human resources officers.

4.3 Challenges

- Ensure the Commission makes the best decisions (recommendations) to NEC on appointment of Departmental head.
- The process of appointment is highly transparent.
- Awareness on merit base Appointment System.

4.4 Working Relationship

• Internal

Ensure the Commission makes the best decision (recommendation) to NEC on appointment of Departmental head.

The process of appointment is highly transparent.

Awareness on the merit based appointment system.

• External

All National Departments; all Provincial Administrations; all Statutory Authorities and Non-Government Organizations (NGOs).

5. Qualifications, Experiences and Skills

5.1 Qualifications

Appropriate University degree preferably in Law or Public or Business Administration/HRM disciplines desirable. Or possession of such other academic and/or educational qualifications as may be considered acceptable to the Commission.

5.2 Knowledge

Possesses a proficient level of:-

- a) Public Services (Management) Act, Public Services General Orders, Public Finance (Management) Act, Organic Law on Provincial & Local Level Governments and their application.
- b) PSC's Vision, Mission, Functions, Capacity Building Plan (CBP), Corporate and Strategic plans, etc.
- c) Good knowledge of Public Service Management and Development Policies, procedures & systems, and their application.
- d) Sound knowledge of corporate planning and implementation.
- e) Sound knowledge of budget planning & costing.
- f) 3 - 4 years work experience in a similar environment, and as held senior positions.

operations.

5.3 Skills

Must have the ability to demonstrate the following:

- a) Excellent communication skills public presentation.
- b) Excellent research, analysis and report writing skills
- c) Proven ability to meet challenging project deadlines.
- d) High - Level interpersonal and negotiation skills.
- e) Good Industrial Relations.
- f) Good Public Relations & Inter-personal.
- g) Sound legal or law background.
- h) Sound staff motivation & supervision.

6. Principle Accountabilities

Assist the Director in the execution of the Assessment functions of the Division, which include:

- a) Assessment of applications for the positions of Departmental head.
- b) Preparation of short-list for Commission decision.
- c) Execute Commissions decisions by preparing submissions (recommendations) to NEC on Appointment of Departmental head.
- d) Keep up to date on departmental secretaries and deputy secretaries.
- e) Prepare the branch Annual Work Program for inclusion in the division work program.
- f) Prepare the branch Annual Report on the activities of the branch for inclusion in the division and Commission Annual Report.
- g) Direct control and supervise the work of subordinate staff.
- h) Perform other duties as directed consistent with the above.