



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Public Services Commission	SYS. POSN. NO: 0500000024	REF. NO: COMA.006
OFFICE: (Name of Office if it is none of the above)	DESIGNATION/CLASSIFICATION: Senior Assessment Officer (Prov/Admin) – Grade 14	
DIVISION: Assessment	LOCAL DESIGNATION: Senior Assessment Officer (Prov/Admin)	
BRANCH: Assessment	REPORTING TO: Principal Assessment Officer and / or Director - Assessment	SYS. POS. NO: 0500000015 0500000009
SECTION: Prov/Admin	LOCATION: WAIGANI	REF. NO: COMA.005 COMA.001

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
O&AS3-2-20	20.10.2000	Retained & Revised Duties.
O&AS3-2-20	14.11.2001	J.E. Reclassified. 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 the Principal Assessment Officer (Prov/Admin), and or the Director undertake activities and tasks in relation to consultation matters regarding the appointment of Provincial Administrators.

3. DIMENSIONS

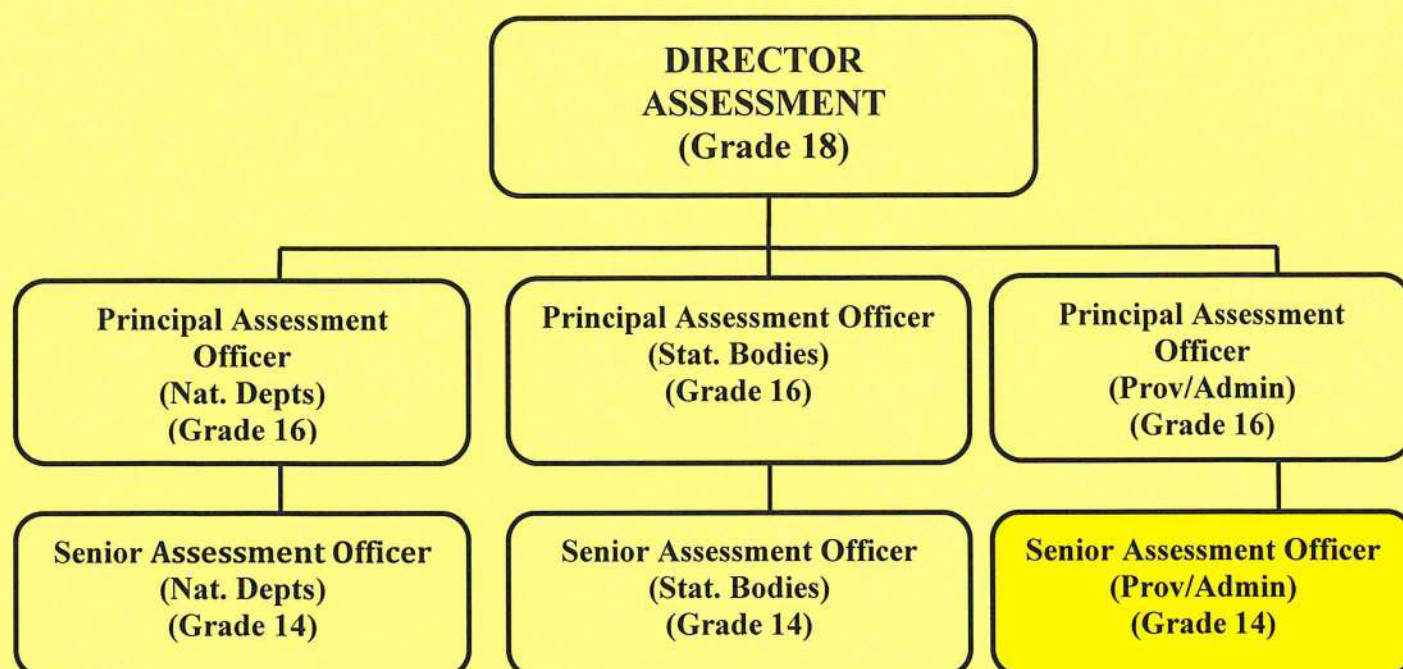
Assist in managing assessment of applications into positions for Departmental Heads, Provincial Administrators, Head of Statutory bodies and others, position regulated under the Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004. Collection and compiling of relevant data for assessment. Plan and organize interview schedules for the Chairman, Commissioners and Director, Assessment.

4. PRINCIPLE ACCOUNTABILITIES

- Assist the Principal Assessment Officer (Prov/Admin) and the Director in the execution of the assessment functions of the Division, which include:
 - a) Allocation of consultation matters to the subordinate assessors in the Division.
 - b) Carry out and supervise the merit – based appointment process, which include preliminary assessment, consultation with relevant authorities to seek particular clearances, drawing up of a Merit Based Assessment Matrix, interview report, and delivering of PSC recommendations.
 - c) Check and correct submissions and recommendations on completed consultation matters including correspondences coming out of the division, either for the Principal Assessment Officer (Prov/Admin), Director, Commissioner or Chairman.
- Assist to carry out assessment on assigned consultation matters on appointments for the positions of Provincial Administrators as directed by the Director.
- Preparation of short – list for Commission decision.
- Execute Commission decisions by preparing submission (recommendations) to NEC on appointment of Provincial Administrators.
- Assist in ensuring that assessment of applications for positions of Provincial Administrator are undertaken in a professional and timely manner.
- Maintenance of up to date data base on Provincial Administrators and Deputy Provincial Administrators.
- Prepare and present appropriate reports or briefs to the Principal Assessment Officer (Prov/Admin), and or the Director as and when required.
- Assist in the preparation of the Annual Report of the PSC by providing summative account of the Division's preparation of the annual budget estimates.
- Assist in the provision reports to the Government (National Executive Council) and Parliament on the appointment of Provincial Administrators.
- Carry out other duties as directed consistent with the above.

5. NATURE AND SCOPE REPORTING RELATIONSHIP

The Senior Assessment Officer (Prov/Admin) reports directly to the Principal Assessment Officer (Prov/Admin), Assessment Division. In the absence of the Principal Assessment Officer (Prov/Admin), the Senior Assessment Officer (Prov/Admin) reports directly to the overseer of the Division.



5.1 Working Relationship

(a) Internal

Principal Assessment Officer (Prov/Admin), Director Assessment, Chairman, Commissioner (N) and Commissioner (P), Secretary, the staff of the Division, and other Divisions.

(b) External

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

5.2 Work Environment

Assist the Principal Assessment Officer (Prov/Admin), and or the Director, Assessment Division in conducting detail assessment of applicants to the position of Provincial Administrators. Assist in the preparation of submissions to the Commission for decisions on assessment matters, and maintenance of up to date data base on Provincial Administrators and their respective Deputy Provincial Administrators. Assist with the planning and preparation of annual work programmes and activities, in compliance with the Public Services Commission (PSC) Vision, Mission, Capacity Building Plan (CBP), together with the effective co-ordination and implementation of the Commission's management, corporate and strategic plans.

▪ Rules/procedures

Broad knowledge of Public Services (Management) Act; General Orders; Public Finance (Management) Act; Organic Law on Provincial & Local Level Government Act, Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004; Public Service Code of Conduct, and other relevant legislations.

▪ **Decision**

Decision on appointment and / consultation matters in the Division with the time frame to complete the tasks. Make strategic decision in consultation with the Principal Assessment Officer (Prov/Admin), and Director, Assessment on appointment and consultation matters. Final submission for Commission decision.

▪ **Recommendations**

- i) Conduct assessment of the applications and make recommendations to the National Executive Council (NEC) for appointments of Provincial Administrators in compliance to the “Merit Based Appointment” process.
- ii) Ensure to prepare reports and make appropriate recommendations on the assessment conducted for consideration by the Commission.
- iii) Implement and finalize decisions made by the Commission promptly.
- iv) Conduct training, provide counseling and assistance to subordinate staff, where applicable.

6. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Political interference in the process of appointment. Logistics and inadequate budget appropriation for provincial travels to conduct interviews and to carry out assessments. Lack of co-operation from Departmental and Provincial staff and the slow processing of travel matters for provincial travels.

7. CHALLENGES

- Ensure the Commission makes the best decision (recommendation) to NEC on the appointment of Provincial Administrators in compliance to the “Merit Based Appointment” process.
- The process of appointment is highly transparent.
- All consultation matters on appointments are to be completed within the year and no outstanding cases carried over to the preceding year.
- Awareness on the Merit – Based Appointment process.

8. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Appropriate University degree preferably in Public Policy Management, Human Resource Management, Business Administration, and or disciplines desirable.
- Possession of such other academic and/or educational qualifications as may be considered acceptable to the Commission.

(b) Knowledge

Possesses a proficient level of:

- Public Services (Management) Act, Public Services General Orders, Public Finance (Management) Act, Organic Law on Provincial & Local Level Governments, Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004, and other relevant legislations and their application.
- PSC's Vision, Mission, Functions, Capacity Building Plan (CBP), Corporate and Strategic plans, etc.
- Good knowledge of Public Service Management and Development Policies, Procedures & Systems, and their application.
- Sound knowledge of corporate planning and implementation.
- Sound knowledge of budget planning & costing.
- Basic knowledge on computing application and use of Windows 2000 -2013 and EXCEL operations.

(c) Skills

Must have the ability to demonstrate the following:

- Excellent written and oral (presentation) communication in English.
- Excellent Analysis, Research and Report Writing skills.
- Assessment and Investigation.
- Appropriate legal background.
- Conflict Resolution and Negotiation skills.
- Good Public Relations and Inter-personal skills.
- Proven ability to meet challenging deadlines.

(d) Work Experience

Minimum of three (3) to four (4) years' work experience in the field of assessment, and or a similar environment.