



## PUBLIC SERVICE OF PAPUA NEW GUINEA

## JOB DESCRIPTION

## 1. Identification

<b>Department</b> Public Service Commission	<b>Position Number</b> COMCS.0023
<b>Division</b> Corporate Services	<b>Designation/Classification</b> HR Manager – Corporate Services - Grade 16
<b>Branch</b>	<b>Local Designation</b> HR Manager – Corporate Services
<b>Section</b>	<b>Reporting to:</b> Director Corporate Services
<b>Location</b> Waigani	<b>Incumbent:</b>

## HISTORY OF POSITION

DPM file No.	Date of Variation	Details
O&AS3-2-20	20.10.2000	Created.
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	Created.
Impl: 6-2-5	27-7-07	Created

## 2. Purpose

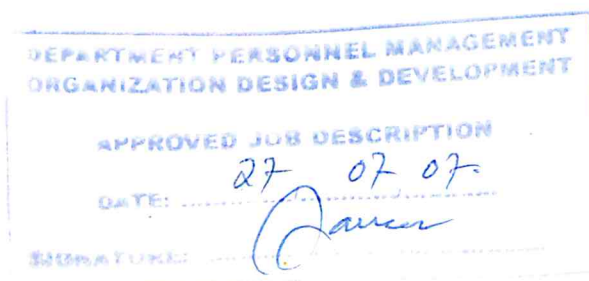
To coordinate, administer and manage the HRM Branch and its resources. Ensure effective coordination of the development and implementation of the Commission's Training Agenda and Annual Training Plans, Organisation Review, Selection and placements, Workplace and Employment Relations, Remuneration Administration.

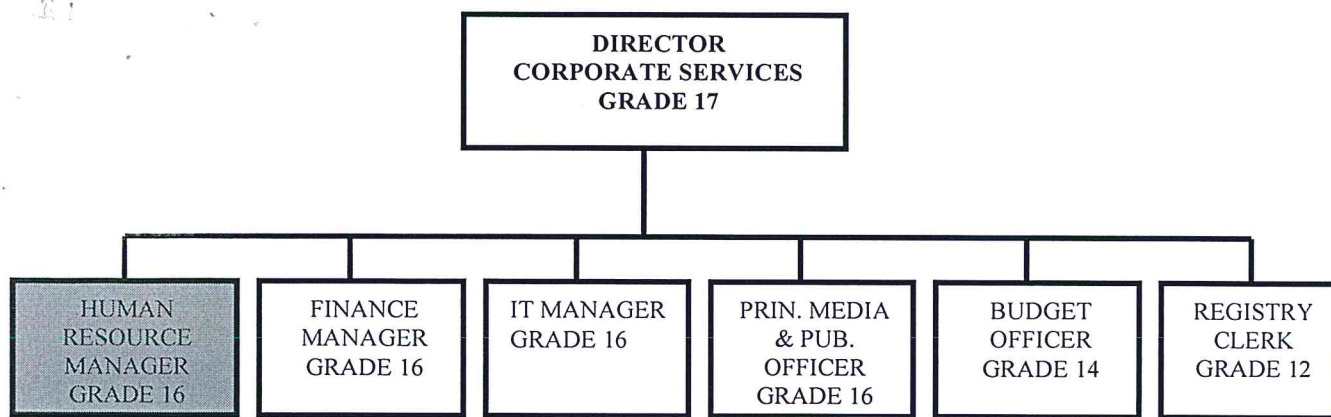
## 3. Dimension

Manages a budget level of K100, 0000 for the activities of the Branch including training and development, duty / official travels and stationeries requirements for the Branch. It has a total staff level of three (3) with two (2) reporting directly on matters concerning the operations of the Branch. The required facilities include three (3) computers and printers, three (3) office desks and chairs and three (3) filing cabinets.

4. Nature and Scope  
Reporting Relationship

It is one of the six (6) positions that report directly to the Director Corporate Services on HRM activities of the Commission.





#### 4.1 Work Environment

Responsible for the coordination, administration and management of the HRM activities of the Commission. Ensure effective coordination of the development and implementation of the Departmental Training Agenda and Annual Training Plans, Organisation Review, Selection and Placements, Workplace and Employee Relationship and Remuneration administration.

#### 4.2 Constraints Framework and Boundaries

Inadequate funding for the training and development of the staff of the Commission. Inadequate facilities for the Branch.

- **Rules/Procedures**

Broad knowledge of Public Service (Management) Act; the General Orders; Public Finance (Management) Act; Public Service policies, procedures and systems; Human Resource Management functions and practices; the Organic Law on Provincial & Local Level Government Act; Employment Act and other relevant legislations.

- **Decision**

Decision on Human Resource activities of the Branch with time frame to complete the tasks. Make strategic decisions in consultation with the Director, Corporate Services on major Human Resource activities of the Commission.

- **Recommendations**

- Adequate funding for the activities of the Branch.
- In-house staffing matters (Leave, HDA, SPAs, etc).
- Training & Development and Counselling for subordinate staff, where applicable
- Disciplinary actions for the staff of the Branch.
- Commission's support and endorsement of the Branch's major activities such as Five Year Training Plan and Annual Plan.

#### 4.3 Challenges

- Effective implementation of the Commission's Five Year Training Plan and Annual Training Plan.
- Positive impact of the HRM activities on the core functions of the Commission in, which ultimately its Vision, Mission and Objectives.

#### 4.4 Working Relationship



- **Internal**

- Reports directly to the Director Corporate Services.
- Liaise / consult with all Divisional and Branch Heads on HRM matters.
- Liaise / consult with the Chairman, Commissioners and Secretary on HRM matters.
- Consult with Branch staff.

- **External**

- Counterpart officers in both National Departments and Provincial Administrations.
- Department of Industrial Relations on matters relating to non-public servants.
- Overseas Agencies, Training Institutions, Constitutional Offices, line Departments, Provincial Administrations and other relevant Agencies.
- National Training Council.

## **5. Qualifications, Experiences and Skills**

### **5.1 Qualifications**

University Degree majors in Human Resource Management, Business / Public Administration or other Social Science field of study.

### **5.2 Knowledge**

- Public Service (Management) Act.
- Public Service General Orders.
- Public Service policies, procedures and systems.
- Human Resource Management functions (principals) and practices.
- Organic Law on Provincial and Local Level Government.
- Public Finance (Management) Act.
- Employment Act.
- Sound knowledge of corporate planning and implementation.
- Sound knowledge of budget planning & costing.
- Minimum of ten (10) years experience in personnel management work within the Public /Private Sector.
- At least five (5) years in the field of HRM practices, project planning and management and three (3) years in managerial level.
- Basic knowledge on computing application and use of Windows 95/98/2000 and EXCEL operations.

DEPARTMENT PERSONNEL MANAGEMENT ORGANIZATION DESIGN & DEVELOPMENT	
APPROVED JOB DESCRIPTION	
DATE:	27 07 07
SIGNATURE:	<i>Daniel</i>



- PSC's Vision, Mission, Functions, Capacity Building Plan (CBP), Corporate and Strategic plans, etc.

### 5.3 Skills

Must have the ability to demonstrate the following:

- Communication (Written and Oral).
- Analytical and research.
- Management and leadership qualities.
- Planning and development of projects.
- Interpersonal and public relations.
- Negotiations.
- Good personal qualities such as:
  - Good appearance (dress in tidy attire & neatly);
  - Good attendance & punctuality;
  - Good sense of duty, very co-operative, reliable and adaptable;
  - Good job attitude and ability to learn new concepts or ideas; and
  - Loyal, honest, trustworthy, transparency and sober habits.

### 6. Principle Accountabilities

- Ensure effective management of the Branch activities.
- Develop, maintain and implement the Commission's Five (5) Year Training Plan, Annual Training Plan and career paths for the individual officers.
- Ensure effective co-ordination of organisation and methods functions; manpower planning, recruitment and selection (placement); salaries, allowances and wages.
- Periodical staff appraisals and effective utilisation of appraisal for training and development, selections, remuneration and discipline purpose.
- Ensure personnel data base is adequately maintained and all managers are kept informed on personnel information on their staff.
- Co-ordinate career development and personnel counselling.
- Co-ordinate workplace and employee relations.
- Co-ordinate organisation review matters.
- Effective rehabilitation program for outgoing / exit employees.
- Perform other duties as directed consistent with the above.

