



## PUBLIC SERVICE OF PAPUA NEW GUINEA

## JOB DESCRIPTION

## 1. Identification

<b>Department</b> Public Service Commission	<b>Position Number</b> COMNR.002
<b>Division</b> National Review	<b>Designation/Classification</b> Principal Review Officer (Discipline) – National Review - Grade 16
<b>Branch</b> Discipline	<b>Local Designation</b> Principal Review Officer (Discipline) – National Review Branch.
<b>Section</b>	<b>Reporting to:</b> Director – National Review Branch
<b>Location</b> Waigani	<b>Incumbent:</b>

## 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.
Impl: 6-2-5	27.7.2007	Renumbered/Redesignated/Revised duties

## 2. Purpose

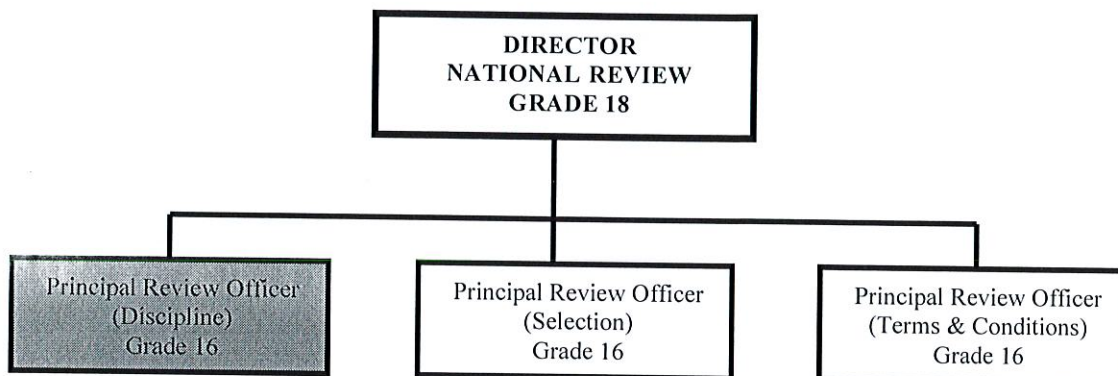
To manage and undertake the activities and tasks in relation to review of personnel matters connected with the National Public Service, especially affected officers or employees of the National Departments.

## 3. Dimension

Manages an average of 250 review cases in a year. Assist the Director and the Commissioner National in conducting an average of six (6) Commission Hearings in the National Departments. In the event where National Departmental officers are based in the provinces, the National Review Team conducts investigation and hearings in the provinces.

#### 4. Nature and Scope Reporting Relationship

The Principal Review Officer (Discipline) reports directly to the Director, National Review Division.



#### 4.1 Work Environment

Assist the Director, National Review Division in the review of personnel matters of aggrieved officers of the National Departments, 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.

#### 4.2 Constraints Framework and Boundaries

Logistics and inadequate budget appropriation for provincial travels to carry out review on personnel matters. Lack of co-operation from Departmental and Provincial staff and the slow processing of travel matters for provincial travels by Department of Finance.

- **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 review matters in the Branch and Division with time frame to complete the tasks. Make strategic decisions in consultation with the Director, National Review on major review matters.

- **Recommendations**

1. Logistic support and adequate budget appropriation for provincial travels to carry out review matters of National Public Servants based in the provinces.
2. Establish good relationship with Departmental and Provincial Administration staff in relation to the review of personnel matters.
3. Improve processing of provincial travel arrangements.
4. Provide awareness to the Public Servants on their rights of appeal and the role of the Public Services Commission.
1. Provide training and counselling to subordinate staff, where applicable.





#### 4.3 Challenges

- All cases are reviewed within the year and no outstanding cases carried over to the preceding year.
- The quality of review is of high standard, which will result in the best decision by the Commission.
- Public servants are made aware of their rights to appeal and the procedures involved.
- Review complex personnel matters affecting public servants.
- Prepare for change to new review techniques and methods.
- Provide sound advice to the public servants.

#### 4.4 Working Relationship

- **Internal**

1. Director National Review Division, Principal Review Officers (Selection & Terms & Conditions), Chairman, Commissioner (N) and Commissioner (P), Secretary, Directors and staff of the Division, and other Divisions.

- **External**

1. 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:-

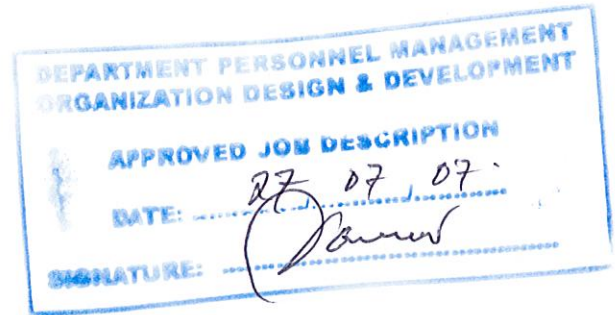
- (a) Public Services (Management) Act, Public Services General Orders, Public Finance (Management) Act, Organic Law on Provincial & Local Level Governments and their application.
- (b) PSC's Vision, Mission, Functions, Capacity Building Plan (CBP), Corporate and Strategic plans, etc.
- (c) Good knowledge 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 has held senior positions.
- (g) Basic knowledge on computing application and use of Windows 95/98/2000 and EXCEL operations.



### 5.3 Skills

Must have the ability to demonstrate the following:

- Written and oral (presentation) communications in English including good report writing.
- Investigatory work or review of personnel management matters.
- Analytical and research.
- Good management and leadership qualities.
- Good Industrial Relations.
- Good Public Relations & Inter-personal.
- Sound legal or law background.
- Sound staff motivation & supervision.
- 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

- Assist the Director in the execution of the review functions of the Division, which include:
  - a) Allocation of review cases to the review officers in the Branch.
  - b) Carry out and supervise the review processes, which include preparation of briefs, summoning of these parties to the Commission Hearing, preparation of submissions, and delivering of advices.
  - c) Check and correct submissions and advices on completed review cases including correspondences coming out of the branch, either for the Director, Commissioner or Chairman.
- Carry out assigned and specific reviews and investigations into complaints and grievances by aggrieved officers/employees on personnel matters.
- Prepare appropriate reports and make recommendations on the findings and analysis through the Director's Office and on forwarding same, for deliberation and necessary action (s) by the Commission panel.
- Implement and finalize the decisions made by the Commission panel.
- Supervise and oversee the work of subordinate staff.
- Submit and present appropriate reports or briefs to the Director as and when required.

- Ensure the investigations and reviews of personnel matters are undertaken in a professional and timely manner.
- Assist the Director in providing summative reports to the Commission's annual reports to the Government / National Parliament on the review of personnel matters in the National Departments.
- Perform other duties as directed consistent with the above.

