



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Public Services Commission	SYS. POSN. NO: 0500000045	REF. NO: COMNR.010
OFFICE:	DESIGNATION/CLASSIFICATION: Review Officer (Terms & Condition) – Grade 12	
DIVISION: National Review	LOCAL DESIGNATION: Review Officer (Terms & Condition)	
BRANCH: National	REPORTING TO: Director-National	SYS. POSN. NO: 0500000007 REF. NO: COMNR.001
SECTION: Terms & Conditions	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
3-2-20	27.7.2007	No change

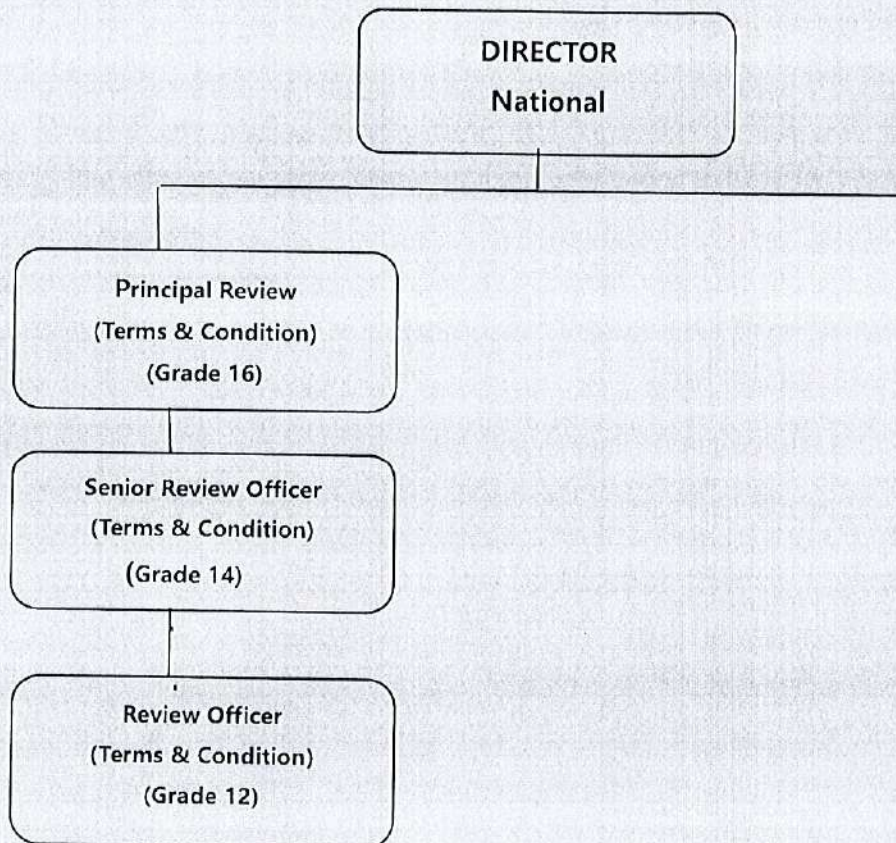
2. PURPOSE

To provide effective back-up support and assistance to Principal Review Officer and, or the Director in the execution of review functions & responsibilities of the Branch.

3. NATURE AND SCOPE

REPORTING RELATIONSHIP

The Review Officer (Terms & Conditions) reports directly to the Principal Review Officer (Terms & Conditions). In the absence of the Principal Review Officer, the Senior Review Officer reports directly to the Director.



4.1 Work Environment

Assist the Senior Review Officer (Terms & Condition) in 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 and Local Level Government Act and other relevant legislation.

- **Decision**

Decisions on review matters in the Division with time frame to complete the tasks. Make strategic decisions in consultation with Principal; Review Officer (Terms & Conditions), and or Director on major review matters.

- **Recommendations**

1. Carry out reviews into complaints / grievances lodged by aggrieved officers or employees on a decision made by the management on personnel matters.
2. Ensure to prepare reports and make appropriate recommendations on the analysis and findings thereof, for consideration by the Commission.
3. Implement decisions made by the Commission promptly.

4.3 **Challenges**

- All cases are reviewed with 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.

4.4 **Working Relationship**

- **Internal**

Principal Review Officer (Terms & Conditions), Director, Chairman, Commission (N) and Commission (P), Secretary and staff off the Division, and other Divisions.

- **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 Government Act and their application.

- (b) Good knowledge of Public Service Management and Development Policies, procedures & systems, and their application.
- (c) Sound knowledge of corporate planning and implementation
- (d) 2 -3 years work experience in a similar environment, and as held senior positions
- (e) 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.

6. Principle Accountabilities

- Carry out review into complaints / grievances lodged by aggrieved officers or employees on a decision made by the management of personnel matters.
- Undertake any special or assigned review cases requiring investigation at the highest level.
- Ensure to prepare reports and make appropriate recommendations on the analysis and findings thereof, for consideration by the Commission
- Implement decisions made by the Commission promptly.
- Ensure that the reviews of personnel matters are executed in a professional and timely manner.
- Carry out other duties as directed consistent with the above.