

PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. Identification

Department Public Service Commission	Position Number COMPR.001
Division Provincial Review	Designation/Classification Director - Review - Provincial Administrations - Grade 18
Branch	Local Designation Director Review - Provincial Administrations
Section	Reporting to: Commissioner (P) and/or Secretary - PSC Secretariat
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.
Impl: 6-2-5	27/07/07	Renumber/Redesignate

2. Purpose

To plan, organise, lead and control the staff, activities and functions of the Provincial Review Division in compliance with the Public Services Commission (PSC) vision, mission, functions, capacity building plan (CBP), together with the management, corporate and strategic plans.

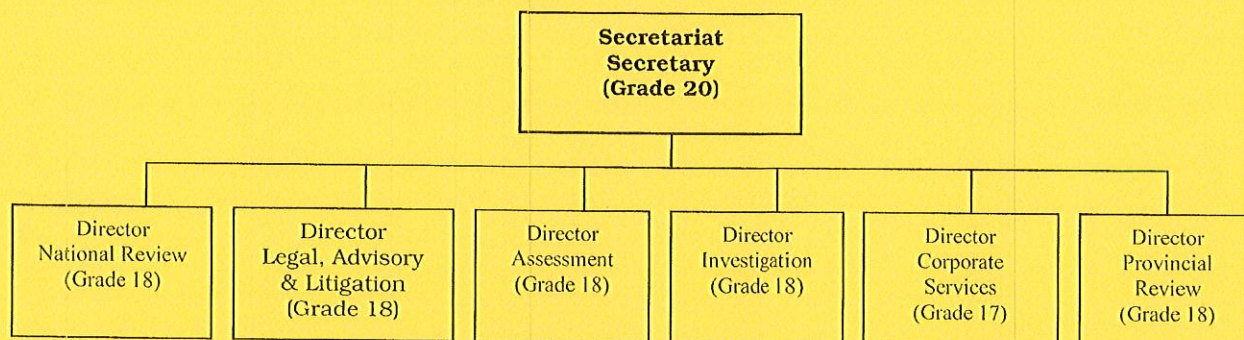
3. Dimension

Manages a budget level of K400, 000.00 for duty/official travel (investigation & Commission Hearings) and stationeries for the Division. It has a total staffing level of twelve (12) with three (3) reporting directly on a daily basis on matters concerning the operations of the Division. The facilities include twelve (12) computers, twelve (12) printers, twelve (12) office desks and chairs, one set of launch chairs and tables, twelve (12) filing cabinets, one facsimile, twelve (12) telephones and one vehicle.

4. Nature and Scope Reporting Relationship

It is one of the six (6) Directors reporting directly to the Secretary of PSC Secretariat on the management of their Division. In regard to the specific functions of the Branch, which is review

of personnel matters of aggrieved officers of the provincial administrations, the Director provincial reports directly to the Commissioner provincial.



4.1 Work Environment

Plan, organise, lead and control the staff, activities and functions of the Provincial Review Division, which is review of personnel matters of aggrieved officers of the provincial administrations, 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.

• Rules/Procedures

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

• Decision

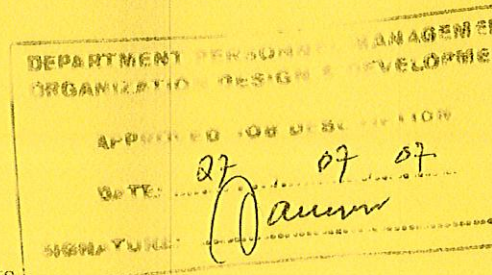
Allocation/assignment of tasks/activities to subordinate positions (staff) in the Division with time frame to complete the tasks. Occasional request for funding for the Division's operation. Make strategic decisions on major review matters.

• Recommendations

- i) Commission's consideration on recommendation made on review matters.
- ii) Disciplinary actions for the staff of the Division.
- (iii) Staff Personnel Matters (Leave, HDA, SPA, etc).
- (iv) Adequate resources (human resources funding and facilities) for the Division.
- (v) Training and Development for the staff of the Division.

4.3 Challenges

- Commission makes good decisions on review matters.
- 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**

Chairman, Commissioners, Secretary, Directors of Legal, National Review, Provincial Review, Investigation, Assessment, Corporate Service and Staff of the Secretariat.

• **External**

Secretaries, Deputy Secretaries and Human Resource Managers of National Departments; Provincial Administrators and Deputy Administrators and Human Resource Managers of Provincial Administrations; Chief Executive Officers of Provincial Hospitals; Heads of Statutory Authorities and Human Resource Managers; and all other Government Agencies, private institutions and non government organizations (NGO).

5. Qualifications, Experiences and Skills

5.1 Qualifications

Appropriate University Degree or possession of such other academic and educational qualifications (e.g. a first degree in Law) as may be considered acceptable to the Commission or a Masters degree in Public Administration or Human Resources Management desirable from recognized University.

5.2 Knowledge

Public Service (Management) Act; General Orders; Public Finance (Management) Act; Organic Law on Provincial and Local Level Government; PSC Vision; Mission; Functions; Capacity Building Plan; Corporate Plan and relevant legislations; minimum of 10 years experience in public administration discipline, human resource management functions within the public / private sector (desirable); at least 5 years work experience in a managerial level or senior positions; extensive experience in personnel management investigatory work or review matters; basic computer application using windows 95/98/2000 and EXCEL operations desirable.

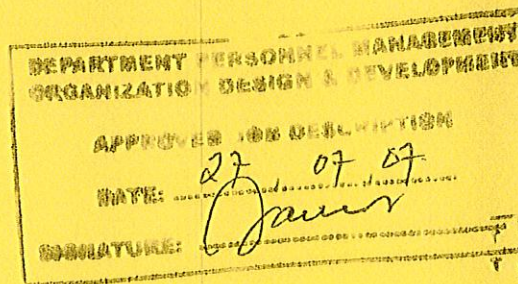
5.3 Skills

Must have the ability to demonstrate the following:

- Written and oral communications (presentation) in English including good report writing.
- Personnel management investigatory and review.
- Management and leadership qualities.
- Appropriate legal background or law discipline.
- Analytical and research.
- Industrial relations and human resource management.
- Staff motivation and supervision.
- Public relations and inter-personnel.

6. Principle Accountabilities

- Direct and co-ordinate the overall work of the review into personnel matters affecting officers or employees of Provincial Administration in the National Public Service (NPS), which include:
 - (a) Allocation of review cases to the relevant branches in the Division;



- (b) Ensure review processes are carried out accordingly, which include preparation of briefs for Commissioners, summoning of the three parties to a Commission Hearing, preparation of submissions for Commission decision and preparation and delivering of advices to the relevant parties.
- (c) Check and correct submissions and advices on completed review cases including correspondences coming out of the Division either for the Chairman or Commissioner's signature, or going direct to departments and appellants.
- Effective and efficient management of the operations and resources of the Division.
 - Ensure that the reviews on personnel matters are undertaken in a professional and timely manner
 - Provision of reports to Government and Parliament on the administration of personnel matters.
 - Ensure that the core businesses and objectives relevant to the Division are prioritized and implemented accordingly.
 - Good acquaintance, understanding and familiarity with PSC's vision, mission, capacity building plan, corporate plan, constitutional functions and statutory responsibilities.
 - Planning of the Division's work programs and provide inputs into the preparation of annual budget estimates.
 - Preparation of the Annual Report of the PSC by providing summative account of the Division's annual activities and operations.

