



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>Public Services Commission</i>	SYS. POSN. NO: <i>0500000043</i>	REF. NO: <i>COMPR.004</i>
OFFICE:	DESIGNATION/CLASSIFICATION: <i>Review Officer (Discipline) Provincial Review Grade 12</i>	
DIVISION: <i>Provincial</i>	LOCAL DESIGNATION: <i>Review Officer (Discipline)</i>	
BRANCH: <i>National</i>	REPORTING TO: <i>Director-Provincial</i>	SYS. POS. NO: <i>COMNR.001</i> REF. NO:
SECTION:	LOCATION: <i>WAIGANI</i>	

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	

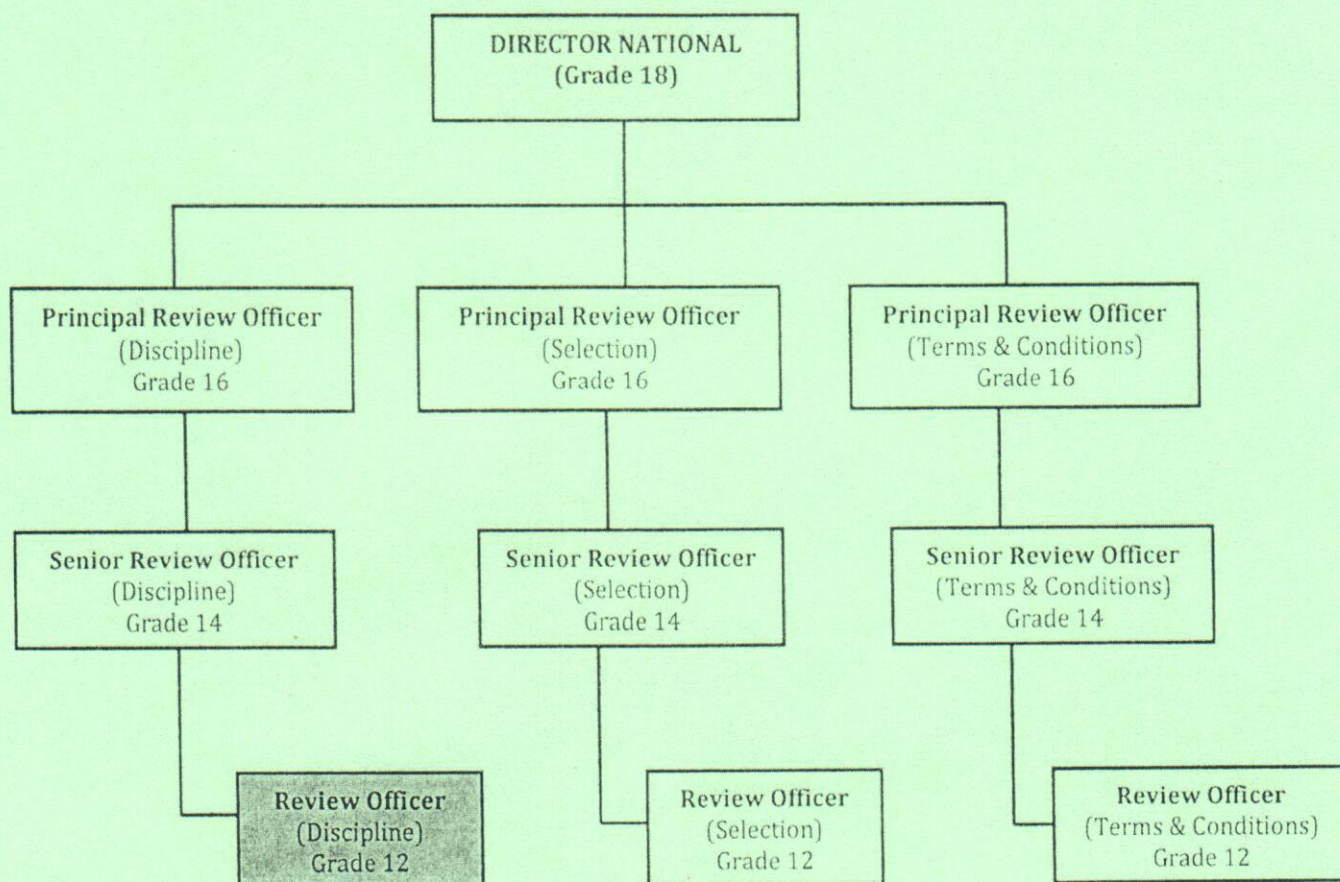
2. PURPOSE

To provide effective back-up support and assistances 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 (Discipline) reports directly to the Principal Review Officer (Discipline), National Division. In the absence of the Principal National Officer, the Senior National Officer (Discipline) reports directly to the overseer of the Division.



3.1 WORK ENVIRONMENT

Assist the Senior Review Officer (Discipline) 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-operation and implementation of the Commission's management, corporate and strategic plans.

3.2 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**

3. Decision on review matters in the Division with time frame to complete the task. Make strategic decisions in consultation with the Principal Review Officer (Discipline), 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. 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.

4.1 Working Relationship

- Internal

Principal Review Officer (Discipline), Director, Chairman, Commissioner (N) and Commissioner (P), Secretary and staff of 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

(a) Qualifications

An 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.

(b) 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) 2 – 3 year 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.

(c) 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 research.
- Good management and leadership qualities.
- Good industrial Relations
- Good Public Relations & Inter-personal.
- Sound legal or law background.

Principle Accountabilities

- Carry out reviews into complaints/grievances lodged by aggrieved officers or employees on a decision made by the management on 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.