



# OUR VOICE

**"RISE UP, STEP UP, SPEAK UP"**

OUR VOICE is a quarterly newsletter of the Department of Personnel Management

## SANSAN APPOINTED AS SECRETARY FOR DPM

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After almost 2 years of acting appointment, Ms Taies Sansan has been appointed to be Secretary for the Department of Personnel Management for the next four years beginning December 6<sup>th</sup>, 2019.

Sansan who was acting secretary for DPM after HE John Kali was appointed High Commissioner to Australia, is the first woman to be appointed under the new Prime Minister Hon. James Marape.

Sansan, being the acting head of the civil service for almost 2 years, said it wasn't an easy as smooth but with the support of her staff she was able to overcome and find solutions to the issues that arises.



The announcement of her appointment was made by Prime Minister James Marape at the Department of Prime Minister and National Executive Council Christmas party where PM congratulated her saying her appointment was on merit and not because she was a female.

Sansan is looking forward to the challenges ahead and tick off the Key Result Areas that the government has set out for her and her department as well as fulfill the Corporate Plan 2019-2022 of the department.

## NUKUNDJ HANDS PUBLIC SERVICE TO EOE

The new Public Service Minister, Hon, Soroi Eoe, pledged to progress the work that former Minister, Hon. Westly Nukundj, started because the vision of the Government still stands.

The recent Cabinet reshuffle has resulted in the change of political head for the Ministry of Public Service, Finance and Rural Development, Foreign Affairs and International

Trade, Immigration and Boarder Security and Health and HIV/Aids. When acknowledging the outgoing Minister's contri-

bution, Acting Secretary for the Department of Personnel Management, Taies Sansan, highlighted the major achievements under

Minister Nukundj's leadership where a Special General Order 11 was approved by

Cabinet which sets pace for DPM to temporarily withdraw human resource powers given to agency heads in relation to organization structures, recruitment, selection, appointment, salary classification of positions, application and administration of allowances, attendance and punctuality and basic administrative management.

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## **6,000 PLUS UNATTACHED PUBLIC SERVANTS**

There are about 6,177 unattached public servants currently on the government payroll and it has remained fairly constant in recent years.

"When we say unattached officers there can be a few reasons as to why they are unattached and it could be reorganization, organization restructure, lack of funding to retire and retrench officers or probationary constables in the case of police recruitment," said Acting Secre-

tary for Department of Personnel Management Taises Sansan.

Downsizing or right sizing of the public service through rationalization of the number of agencies, a freeze on public service recruitment and improving management of personnel has been a central theme in all public sector reform announcement.

Of the total number of unattached officers,

1,250 are in the Police Force being newly admitted probationary constables from Boma-na Training College awaiting their assignments. Most of these officers are unattached as a result of reorganization and continue to perform their normal tasks therefore are legitimate-ly paid.

Many agencies with unattached officers are awaiting funding to retrench or to complete

reorganizations.

Meanwhile, government has allocated K430 million for retirement this year.

A committee to be headed by DPM, with relevant stakeholders, will work on public servants who are 65 years and over to be retired with their final entitlements and superannuation contributions.

## **STUDENT INTERNS WITH DPM**

The Department of Personnel Management has been taking in student interns during school holidays and this year is no different. Listed below are some of the students that have been assisting DPM in their respective field of studies and have done well.

Trainees Information Sheet				
No:	Name	Branch Attached	Training Period	Trainee's Contact
<b>Two Trainees from University of Papua New Guinea</b>				
1	Samantha Nuaku (Ms)	Internal GESI Branch	From 15 <sup>th</sup> Aug to 22 <sup>nd</sup> Oct, 2019	Phone: (+567) 75663438  Email: <a href="mailto:sam-mynuakuo8@gmail.com">sam-mynuakuo8@gmail.com</a>
2	Norman Pena (Mr)	HR branch	From 28 <sup>th</sup> Jan to 11 <sup>th</sup> March, 2019	Phone: 71355338/78336978  Email: <a href="mailto:nor-manpena131@gmail.com">nor-manpena131@gmail.com</a>
<b>Four Trainees from Don Bosco Technological Institute (DBTI)</b>				
1	Virgyleen Domi (Miss)	Business Systems Development	From 07 <sup>th</sup> Oct to 15 <sup>th</sup> Nov, 2019	Phone: 71690026
2	Agnes Manduru	Technical Support	From 07 <sup>th</sup> Oct to	Office Phone: 3276372
3	Tonny Lovii (Mr)	Technical Support	From 07 <sup>th</sup> Oct to	Phone: 71035759
4	Paul Igoto (Mr)	Technical Support	From 07 <sup>th</sup> Oct to	Phone: 75384646
<b>Two Trainees from DATEC Learning Centers</b>				
1	Jack Makara (Mr)	Business Systems Development	From 07 <sup>th</sup> Oct to 15 <sup>th</sup> Nov, 2019	Phone: 76340663/73977668
2	Samson Stanley (Mr)	Business Systems Development	From 07 <sup>th</sup> Oct to 15 <sup>th</sup> Nov, 2019	Phone: 79097428

## CLARIFICATION ON 3% PAY RISE

All public servants including teachers are reminded again that the government is committed to fully implement the industrial agreement on the 3% pay rise with an implementation schedule that is fair and affordable. The schedule was to pay two fortnights back pay every pay day on top of the normal salary which commenced in April 2019. This was announced through the media and employing agencies including Teaching Service Commission.

This small increase is not a permanent salary rise that will continue forever. Therefore, in pay period 21 of 2019 when the 3% pay rise for 2018 back pay installments ceased and normal pay resumed in pay period 22/2019 with a smaller pay rise increment, teachers mistook the drop in

their respective pay as a 'pay cut'. This clarification is to all public servants including teachers throughout the country that the 3% pay rise is being implemented in phases and agreed upon by the Budget Management Committee and approved by the National Executive Council in its Decision No.102/2018.

Teachers and other public servants must be reminded that for the 2017-2019 3% salary increase, the 2017 3% increase has been fully paid by the Government in 2018 while the 2018 outstanding was spread out this year starting in pay period 9 of 2019 and ended in pay period 21.

The Department of Personnel Management is now consulting Department of Finance to recommence the

back pay component of 2019 salary scale in the next available pay. Minister Nukundj added that unions should inform their members not to take out unnecessary finance company loans during the period of implementation as the amount are not permanent salary rise.

The scheduled installments will end in pay 16 of 2020 when the implementation is to be completed for the three-year industrial award.

Despite the challenges, all public servants must be aware that the government is still committed to fully implementing the industrial agreement.

## MOU SIGNED TO PROGRESS HR BUSINESS PROCESS COURSE

The Department of Personnel Management in partnership with the Pacific Institute of Leadership and Governance have signed a Memorandum of Understanding to progress the Certificate in Human Resource Business Process into a course of its own at PILAG starting next year.

"We are the agents of translating the policies that we have and this Certificate in Human Resource Business Process is all about enabling people to understand what is

right and what is wrong," said PILAG CEO Michael Barobe.

According to DPM Secretary, this MOU covers everything that both partners have been working on for years and this MOU is for the next 5 years but is subject to review along the way.

"I think this is long outstanding. We waited for this for a long time but this is finally here, the fruit of it. We are going to witness the signing of this MOU on the

roll-out and delivery of the HR Business Process between the two agencies and other related activities in this MOU," said Secretary Sansan.

CEO Barobe added that there are backlog of people down at provinces and districts who do not really understand the Public Service General Orders and its application and DPM is blamed for those errors therefore DPM and PILAG, through this roll-out of the HR Business Process course, will ensure that those offic-



ers are properly equipped to carry out their respective duties.

"This is one course where all government agencies must come on board and take part. The first roll-out will be in Morobe Province in 2020 in partnership with DPM," said CEO Barobe. Secretary Sansan also made clear distinction between DPM and PILAG. DPM is the policy developer while PILAG is the delivery arm to deliver these public service short courses.



## 2019 / 2020 SHUTDOWN PERIOD

For 2019 – 2020 Christmas and New Year shutdown period will have 3 paid day offs, excluding the public holidays. The government has determined the arrangements for the Christmas and New Year Holiday shutdown to start after lunch on Tuesday 24<sup>th</sup> December 2019 and ends on Wednesday 1<sup>st</sup> January 2020. All public servants are to return to work on Thursday 2<sup>nd</sup> January 2020.

A Circular Instruction from the Department of Personnel Management was sent out to all departmental heads, provincial administrators and CEOs of Statutory Authorities to take note of the holiday arrangements in the Public Service and to determine the applicability of these arrangements in their own organizations, provided that essential and emergency services are maintained for the Government and the public at all times.

The status of each day if the shutdown period is as follows:

Tuesday 24 <sup>th</sup> December 2019	Working day to lunchtime (half day for travel and shopping)
Wednesday 25 <sup>th</sup> December 2019	Christmas Day
Thursday 26 <sup>th</sup> December 2019	Boxing Day, Public Holiday
Friday 27 <sup>th</sup> December 2019	Shutdown Day Off (1)
Saturday 28 <sup>th</sup> December 2019	Weekend Day Off
Sunday 29 <sup>th</sup> December 2019	Weekend Day Off
Monday 30 <sup>th</sup> December 2019	Shutdown Day Off (2)
Tuesday 31 <sup>st</sup> December 2019	Shutdown Day Off (3)
Wednesday 1 <sup>st</sup> January 2020	New Year, Public Holiday

The three shutdown days are Friday 27<sup>th</sup> December, Monday 30<sup>th</sup> December and Tuesday 31<sup>st</sup> December 2019. They are **not leave days** and are not to be accrued if not taken. They are for the convenience of closing the Government offices.

**All public servants must resume work on Thursday 2<sup>nd</sup> January 2020 at 7:45am.**

Officers that are required to work to cater for essential and emergency services and rostered work arrangements will not be paid overtime, but will be awarded with a paid day off at a future date.

Public hospitals, Police Force, Correctional Service, Defence Force, public utilities and other organizations providing essential and emergency services will not be shut down and will make their own internal arrangement to cater for essential and emergency services during the Christmas and New Year Holiday period.

Departments of Finance and Immigrations and Citizenship Services Authority will continue to work as normal under the arrangements.

"On behalf of my department, Department of Personnel Management, and my family I would like to wish you and your families a safe and blessed Christmas and a prosperous New Year 2020," said Secretary Taies Sansan.



### E O E TO CONTINUE GOOD WORK

Cabinet has also approved the five (5) year Retirement Strategy which is aimed at addressing the public servants who are past the compulsory retirement age as well as planning and budgeting for those that are 60 and 64 years old.

"The department will continue to provide the support to the new Minister by progressing the work

that are currently underway through the political leadership of Minister Eoe," said DPM Acting Secretary Taies Sansan.

Minister Nukundj, who will take on the new role of Minister for Immigration and Boarder Security, thanked all the staff of DPM, Public Service Commission and the Pacific Institute of Leadership and Governance for the

last 5 months of being in office and working together.

The new Public Service Minister, Hon. Soroi Eoe, promised to try his very best to carry out the good work that the former Minister has done.

"As politicians, we serve our people because that is



our survival. We are given ministries to provide leadership and I salute Minister Nukundj for his hard work. I'll try my very best to carry on the good work that you've done," said Minister Eoe.

## SPECIAL GENERAL ORDER ON COST CUTTING MEASURES

Minister for Public Service, Hon. Westly Nukundj, is encouraging all public servants to take back PNG from themselves and then take back PNG as a whole. Minister Nukundj directed his department, Department of Personnel Management, to refocus and reinforce the existing basic human resource and administrative policies and guidelines that has been overlooked, neglected and often intentionally breached.

The current Government has tasked the Public Service Ministry with 6 Strategic Priority or Key Result Areas (KRA's) to be implemented through DPM to:

- ◆ Create smarter and leaner organization structures removing duplication and inefficiency, recognizing that organization matters are devolved and delegated responsibility of line agencies.
- ◆ Review of Legislations and General Orders to ensure there is alignment and legal compliant.
- ◆ Review the Public Services (Management) Act (PSMA) to

empower Provinces to better manage Provincial Government Personnel within the One National Public Service.

- ◆ Achievement of quality work force planning to ensure that the supply of skilled, qualified and competent staff meet the needs of a fast growing population and job creation for efficient delivery of services to the people.
  - ◆ Complete comprehensive Manpower and Payroll Audit to enable smarter budgeting and management of personnel costs.
  - ◆ Promote practical and targeted training for Public Servants to meet the needs of National and Provincial organizations including oriented Leadership and Governance training programs.
- This SGO covers KRA's i, ii and v and is targeted to put on hold and correct the improper applications of the devolved powers in the areas of:
- Organizational structures
  - Recruitment, selection and appointment

- Salary classifications on positions
- Applications and administration of allowances
- Attendance and punctuality versus productivity
- Basic administrative and management

"My department, DPM, has drawn up an implementation schedule to carry out diagnostics and to take corrective measures under those areas," said Minister Nukundj. Public Servants consume 35% of the budget through wages and the enforcement of the SGO is a contribution to the basic way forward to take back PNG by correcting the anomalies in the government payroll system.

This Special General Order 11 has suspended all human resource powers that were devolved to agency heads for the next two years and in that same time frame DPM will carry out HR audits in all government institutions and correct all the anomalies before handing those powers back to respective agency heads.

## HUMAN RIGHTS DEFENDERS WALK

29<sup>TH</sup> November 2019 marks the International Human Rights Defenders Walk day globally with the theme 'Lead now to end GBV in the World of Work' which is part of the 20 days of Human Rights Activism.

As part of the Annual International 20 Days of Human Rights Activism, Department of Personnel Management took the lead and organized a walk from Fincorp Building in Waigani to the Sir John Guise Stadium for Public Servants in Port Moresby.

This walk is held to commemorate those women and children who have survived some form of violence and human rights abuses and to

lend our voice in the call for change to stop violence against women and children. "We are all here today because we believe in making a difference in the way we live or interact with each

We believe in the value of human life," said DPM Acting Secretary and keynote speaker Taies Sansan. Sansan added that public servants play a vital role in portraying role model attitudes

"Today's march around the theme 'Lead now to end Gender Based Violence in the world of work' is a call for all employers and employees in our respective capacities to rise up, step up and speak up against Gender Based Violence that occur within our workplaces," said Sansan.

Sansan also warned all public servants that all forms of GBV will not be tolerated because GBV affects both men and women whether in our homes, our communities or in our workplaces.



other in a peaceful and respectful manner regardless of our diverse backgrounds.

tudes and behaviors that reflects the values of Public service.



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#### VISION

To have an efficient, ethical and value-oriented Public Servants who can provide Public Service to the people of Papua New Guinea.

#### MISSION STATEMENT

For Papua New Guinea to have a cadre of qualified Public Servants who will enter the Public Service at the District level and enhance the provision of service to the people.

DPM shall endeavor to Empower the Civil Servants to attain high degree of effectiveness at all levels of government and working collaboratively with the Provinces and Districts to create enabling environment at respective districts to situate the required human resources.

## PUBLIC HOLIDAYS FOR 2020

The National Executive Council has approved the following days to be Public Holidays for the year 2020:

Event	Day	Date
New Year's Day	Wednesday	01 <sup>st</sup> January, 2020
Good Friday	Friday	10 <sup>th</sup> April, 2020
Easter Saturday	Saturday	11 <sup>th</sup> April, 2020
Easter Sunday	Sunday	12 <sup>th</sup> April, 2020
Easter Monday	Monday	13 <sup>th</sup> April, 2020
Queen's Birthday	Wednesday	10 <sup>th</sup> June, 2020
National Remembrance Day	Thursday	23 <sup>rd</sup> July, 2020
National Repentance Day	Wednesday	26 <sup>th</sup> August, 2020
Independence Day	Wednesday	16 <sup>th</sup> September, 2020
Christmas Day	Friday	25 <sup>th</sup> December, 2020
Boxing Day	Saturday	26 <sup>th</sup> December, 2020

Apart from the public holiday dates above, some other days are for observation only throughout Papua New Guinea and they are not public holidays.

The dates of the public holidays and the other days of observation are to be noted so as to avoid any misunderstanding on the occurrence of days for each of the respective occasions.

For the dates of the observations days, you can visit [www.dpm.gov.pg](http://www.dpm.gov.pg) and find Circular Instruction No.14 of 2019 on Public Holiday for 2020.