

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> PERSONNEL MANAGEMENT	<b>SYS. POSN. NO:</b> 1490000324	<b>REF. NO:</b> DPM 2-5 & DPM 02-6
<b>OFFICE :</b>	<b>DESIGNATION/CLASSIFICATION:</b> Legislative Reform Officers / Grade 12	
<b>DIVISION:</b> Legislative & Administrative Division	<b>LOCAL DESIGNATION:</b> Officer	
<b>BRANCH:</b> Executive & Legislative Reforms	<b>REPORTING TO:</b> <b>REF. NO:</b> Senior Legislative Reforms DPM 02-4 Officer	<b>SYS. POS. NO:</b>  1490000322
<b>SECTION:</b>	<b>LOCATION:</b> Central Government Office, Waigan, NCD	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
<i>(Agency Reference/File No.)</i>	<i>Structure approved date: 2 July 2019</i>	<i>(Record of how position has changed) No Change</i>

**2. PURPOSE**

To assist the senior officer in data collection and analysis of reform initiatives within Central and Line Departments, Provincial Administration, Government Agencies/Authorities and Public Funded Organisations to ensure reform initiatives are within the scope of Government decisions and directives. Also, assist with the implementation of Legislative Reform Branch assigned activities.

**3. DIMENSIONS**

Financial: Nil  
Staff: Nil  
Others: Nil

**4. PRINCIPLE ACCOUNTABILITIES**

- 4.1. Assist senior officer in conducting research on reform initiatives.
- 4.2. Assist the senior officer in planning and developing Work Programs and Work Schedules in line with the Departments Management Action Plans.
- 4.3. Assist the senior officer in coordinating the implementation of NEC Decisions and Directives and the improvement of organisation review reform activities and service delivery.

## 5. MAJOR DUTIES

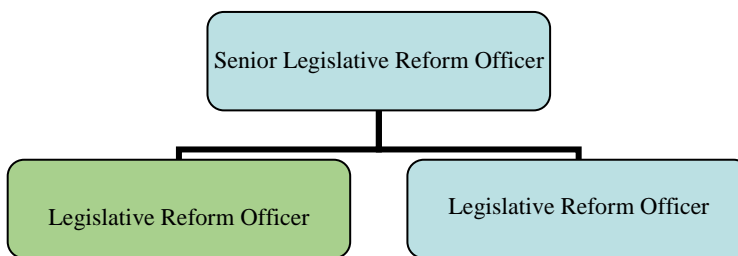
5.1. Assist senior officer collect and analysis information/data within the framework of Public Sector and LLG organisation review Reforms.

5.2. Assist senior officer to prepare and present reports, submissions, and information papers to Manager Legislative Reforms.

5.3. Assist implement directives and decisions of the national government and National Monitoring Authority.

5.4. Assist provide sound advice on appropriate reform matters.

## 6. NATURE AND SCOPE



These two position reports directly to the Senior Officer and they provide assistance and support to the senior officer in the area of Legislative Reform.

### 6.1 WORKING RELATIONSHIP

#### (a) Internal

- Work closely with Senior Legislative Officer in relation to work programs and schedules and appropriate work related issues. Reporting to the Senior Legislative Reforms
- Work alongside with the other legislative officer within the Division and other officers within the Department of Personnel Management

#### (b) External

- Maintain close constant liaison with all Public Service Agencies in light of the Public Service Reforms programs and activities
- Close consultations with the Key Stakeholders as and when instructed

### 6.2 WORK ENVIRONMENT

The officer must be creative and enjoy working within a transformation environment that is mission-driven, results-driven and reform oriented. The officer will have to assist and support the senior legislative officer on projects, from conception to completion, and must be able to work under pressure at times to handle delegated activities and confidential matters with discretion.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key legislations, Rules & Regulations that govern the work of DPM	<ul style="list-style-type: none"> <li>• Constitution</li> <li>• Public Service(Management) Act 1995</li> <li>• General Order</li> <li>• Vision 2050</li> </ul>
Decisions:	
Recommendations	

## 8. CHALLENGES

Ensuring the effective organisation and implementation of the division work in providing technical support that promotes public services that enhances the image of the public sector reform initiatives and the image of the Department of Personnel Management as a whole.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### a) Qualifications:

Minimum entry qualification is a first degree in an appropriate discipline with majors in Human Resource Management, Business Administration/Management, Public Policy /Administration, other Social Science field of studies or a Certificate/Diploma in Industrial Relation and Law.

### b) Knowledge

#### Possession of a high level of knowledge of:

- Political and Administration system of Government
- Public Service(Management) Act 2014
- Code of Conduct and Ethics
- Public Service General Orders & Code of Business Conduct & Ethics
- Public Finance Management Act
- Relevant Government policies and parts of the PNG Constitution

### c) Skills and Competencies

Possession of a high level of the following skills and competencies:

- Written and oral communications
- Analytical and research
- Public Relations
- Interpersonal
- Problem solving
- Computing (Microsoft Windows, Word, Excel and Access Applications)

### (d) Work Experience

Must have a minimum of three (3) years' work experience including experiences in Legislative Drafting or advising, HR Law, Human Resource Management, Public Policy and Industrial Relations in both the Public and Private Sector.