



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PERSONNEL MANAGEMENT	SYS. POSN. NO: 1490000327 & 1490000328	REF. NO: DPM 02-9 & DPM 02-10
OFFICE :	DESIGNATION/CLASSIFICATION: Public Sector Reforms Officer / Grade 12	
DIVISION: Legislative & Administrative Reform	LOCAL DESIGNATION: Public Sector Reforms Officer	
BRANCH: Public Sector Reforms	REPORTING TO: Snr. PS Reforms Officer SYS. POS. NO: 1490000326 REF. NO: DPM 02-8	
SECTION:	LOCATION: Central Government Office, Waigani, NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
1/2016	29 March 2019	No Change
1/2019	02 July 2019	Reno, Redes, Revised JD

2. PURPOSE

To assist the senior officer in conducting appropriate research and analysis of organisation review initiatives within the Central and Line Departments, Provincial Administration, Government Agencies/Authorities and other Public Funded Organisations to ensure organisation review initiatives are within the scope of the Government Decisions and Directives. Also assist in the implementation of Branch activities.

3. DIMENSIONS

Financial: Nil
Staff: Nil
Others: Nil

4. PRINCIPLE ACCOUNTABILITIES

4.1. Assist senior officer in conducting research on organisation review initiatives.

4.2. Assist senior officer in planning and developing Work Programs and Work Schedules in line with the Departments Management Action Plans.

4.3. Assist 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

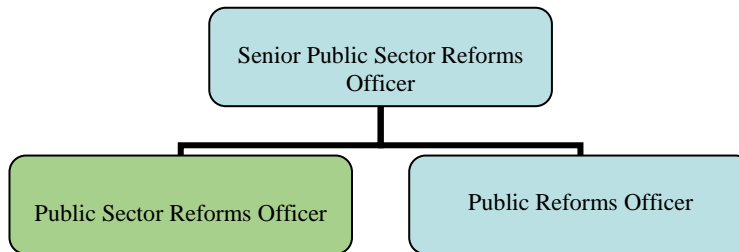
5.1. Assist senior officer to collect and analyze information/data within the framework of Public Sector and LLG organisation review Reforms.

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

5.3. Assist provide sound advice on appropriate organisation review matters.

5.4. Assist submit status reports and research findings to management

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 Organisational Reforms and review in their areas of responsibilities.

6.1 WORKING RELATIONSHIP

(a) Internal

- Assist and support Senior Public Sector Reforms Officer in relation to work programs and schedules and appropriate work related issues. Reporting to the Senior Public Sector Reforms Officer and/or Manager Public Sector Reforms in the absence of the immediate supervisor.
- Work alongside with the other Public Sector Reforms 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 officer on projects, from conception to completion, and must be able to work under pressure at times to handle delegated activities and maintain confidentiality on matters with discretion.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

8. CHALLENGES

Ensuring to assist and support the senior officer in the implementation of the division work in providing support that promotes public services that enhance the image of the 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.

b) Knowledge

Possession of a high level of knowledge of:

- Political and Administrative System of Government
- Public Service(Management) Act 1995
- 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 organisation review or Human Resource Management, Public Policy and Industrial Relations in both the Public and Private Sector.