



DEPARTMENT OF PERSONNEL MANAGEMENT

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>Department of Personnel Management</i>	SYS. POSN. NO: <i>1490000077</i>	REF. NO: <i>DPM 04 - 13</i>
OFFICE: <i>Policy Development & Reforms</i>	DESIGNATION/CLASSIFICATION: <i>Research Officer – Grade 12</i>	
DIVISION: <i>Government Pay Policy & Industrial Relations</i>	LOCAL DESIGNATION: <i>Research Officer (Remuneration)</i>	
BRANCH: <i>Remuneration Development Management</i>	REPORTING TO: <i>Manager (RDM)</i>	SYS. POS. NO:
SECTION:	LOCATION: <i>Waigani</i>	

HISTORY OF POSITION

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

2. PURPOSE

Research and provide information for review and develop affordable but competitive remuneration within the approved standards.

3. PRINCIPLE ACCOUNTABILITIES

Reliable, accurate and timely information provided for all remuneration reviews & development in the SCMC Act Administered Agencies.

4. MAJOR DUTIES

- Undertake research and identify current best practiced remuneration systems in the job market.
- Contribute in authorized remuneration surveys.
- Undertake research and identify existing remuneration disparities in SCMC Act administered agencies.
- Keep accurate record of the researched information.
- Analyze data and prepare comparative assessment information.
- Based on assessments, propose recommendations for reviews & new remuneration policies to supervisors & management.
- When appropriate, implement revised and new remunerations in consultation with other stake holders.
- Provide technical advice to supervisors as and when required and instructed.

5. NATURE AND SCOPE

- Research, review & development of Government's affordable but competitive remuneration systems.

5.1 WORKING RELATIONSHIP

(a) Internal

- Reports to Manager Remuneration Development Management
- Liaises and consults with other staffs of the branch and other divisions within the Department
- Serves/provide advice to clients with guidance from supervisor or Divisional Head and/or other staffs of the Department

(b) External

- HR Personnel of other Government Agencies.

5.2 WORK ENVIRONMENT

- Plays a vital role in the organization by providing services in administration of Government's affordable & competitive remuneration in the Public Service.

6. CHALLENGES

- Collecting relevant and required information during the research.
- Understanding, analyzing and application of HRM management, legislations, policies, procedures and systems in the public service.

7. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Bachelors Degree or Diploma from a recognized University or Institution majoring in Public Administration, Public Policy, Human Resource Management, Political Science, Economics or other relevant disciplines.

(b) Knowledge

Must be knowledgeable in the;

- Public Service (Management) Act
- Public Finance (Management) Act
- Public Service General Orders
- Employment Legislations
- Other Government Pay Policies
- Computer applications

(c) Skills

- Strong research
- Good Organizational
- Strong Analytical
- Numerical
- Report Writing
- Communication
- Interpersonal and team-work
- Computing (Microsoft applications)

(d) Work Experience

Experience of in qualitative research, sound knowledge of governance and HR administration in the Public Sector. Minimum of three (3) to five (5) years work experience in the HRM environment in the public sector.