



## DEPARTMENT OF PERSONNEL MANAGEMENT

**JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> Personnel Management	<b>SYS. POSITION NO:</b> 1490000393	<b>REF.NO:</b> DPM 04-26
<b>OFFICE</b>	<b>DESIGNATION/CLASSIFICATION</b> Manager- Public Service Insurance      Grade 16	
<b>DIVISION:</b> Industrial & Employment Conditions	<b>LOCAL DESIGNATION</b> Manager	
<b>BRANCH:</b> Public Service Insurance	<b>REPORTING TO:</b> Executive Manager I&EC	<b>SYS.POS NO:</b>  <b>REF.NO</b> DPM 04-1
<b>SECTION:</b>	<b>LOCATION</b> Waigani	

**HISTORY OF POSITION**

<b>DPM FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
1/2019	02/07/2019	Create
1/2020	01/07/2020	Reno

## 2. PURPOSE

- To manage, lead and administer the activities of the Insurance Branch within the Industrial and Employment Conditions Division, specifically to develop an effective insurance policy framework, effective implementation and monitoring strategies to optimize health care for public servants consistent with the Government Pay Policies.

## 3. DIMENSIONS

Must have the following dimensions: -

### (a) Influence

- Be able to influence or motivate clients especially stake holders to share knowledge and ideas, and create strategic networks through friendship and connections.
- Must be relied upon to persuade clients especially the service providers on the best insurance practices set by the state.

### (b) Leadership

- Be able to lead the team, to stimulate others including subordinates to achieve goals and inspire change.
- Encourage team work, motivate, mentor to set and achieve goals, delegate effectively, implement decisions, enforce policies to encourage and inspire subordinates as they execute their duties of responsibilities as team players.

## 4. PRINCIPLE ACCOUNTABILITIES

- Effective and efficient management of the activities of the Insurance Branch under the Corporate Plan and NEC Directives through the Executive Manager – I&EC.
- Provide accurate advice to the Management and Stakeholder Agencies on Insurance matters and employment related HR policies under the Public Service (Management) and General Orders.
- Effective maintenance of dialogue with the public sector unions, state agencies and relevant stake holders in the insurance policy formulation process to attain the best health cover for the public service.
- Effective management and supervision of subordinate staff in relation to training, mentoring, motivation and personal development to attain the goals of the Insurance Branch.

## **5. MAJOR DUTIES**

- Prepare and develop branch and staff timely work plans based on the divisional activities concurrent with the Job Descriptions and directives from the management through the Corporate Plan.
- Provide accurate advice to the Management and Stakeholder Agencies on Insurance matters and employment related HR policies to develop an effective insurance policy framework for the public service through the Executive Manager and Deputy Secretary – Policy Development and Reform.
- To organize projects with specific timeframes for each activity to be undertaken and maintain an effective dialogue with the public sector unions, state agencies and relevant stake holders in the insurance policy formulation process to develop the best health cover for the public service.
- Maintaining individual records of performance assessment of the subordinate staff against assigned tasks, and monitor developments through appropriate training and coaching to foster effective performance.

## **6. NATURE AND SCOPE**

- The Job is located within the Industrial and Employment Conditions Division of the Policy Development and Reform Wing.
- The job involves development of insurance policy framework, implementation and monitoring strategies.

### **6.1 WORKING RELATIONSHIP**

#### **(a) Internal**

- The Manager reports directly to the Executive Manager, Industrial and Employment Conditions and also communicates with Managers within the Division and other Managers of different Divisions within the Department (DPM).
- The Manager may be required to provide direct advice and information on certain matters to the Secretary.

#### **(b) External**

- The Manager is required to communicate with Human Resource Managers and officers at all levels, with Assistant Secretaries, First Assistant Secretaries, Departmental Heads, Provincial Administrators and Public Sector Union's Executives on matters relating to Insurance matters and other related HR matters in the Public Service.

## **6.2 WORK ENVIRONMENT**

- The Job is technical and it exists in the Industrial and Employment Conditions Division of Policy Development and Reform Wing. This Job reports to the Executive Manager (I&EC).

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

- The job operates within the structure of Industrial and Employment Conditions Division of Policy Development and Reform Wing.
- The job holder can only provide advices based on policy process and procedures as laid down under PS (Management) Act and General Orders and other relevant legislations and make recommendation to Secretary through Executive Manager (I&EC) and Deputy Secretary Policy Development and Reform.
- Can only make recommendations for Secretary's decision.

## **8 CHALLENGES**

- The position is newly created with the aim to develop an effective insurance policy, strategies for implementation and monitoring mechanisms to maintain its service for the public service. Insurance policy is a demanding employment condition in the private and international labour market thus very challenging to develop and implement and ensure it serves its purpose of providing affordable health care for public servants.

## **9 QUALIFICATION, EXPERIENCE AND SKILLS**

### **(a) Qualification**

- A Bachelor's degree in Human Resources Management, Public Administration, Business Administration, Accounting, Finance and other Social Science field of study from a recognized University.

### **(b) Knowledge**

Must possess a high level of: -

- Public Service (Management) Act,
- General Orders,
- Workers' Compensation Act 1978

- Employment Act, 1978
- Public Employment (Non-Citizen) Act, 1978
- Public Finance (Management) Act, 1995
- Industrial Relations Act 1962
- Industrial Organizations Act 1962
- Other relevant Public Service Employment Policies and Industrial Awards

(c) **Skills**

- Good understanding of public health considerations and risk management principles
- Excellent written and verbal skills
- Excellent interpersonal skills with the ability to maintain effective relationships with all stakeholders and communicate, influence and negotiate outcomes
- Sound research, analytical and problem solving skills and ability to think strategically, innovatively and laterally to develop and implement new ideas
- Proven skills to enable the provision of quality reporting relating to operational activities where required
- Strong management, leadership and time management skills with excellent planning and organizational skills, along with a high degree of detail orientation
- Proven skills in building and managing a high performing team of skilled and engaged staff, and leading ongoing change and improvement
- Ability to work both autonomously and as a member of a team in a professional and confidential manner and provide coaching and mentoring to direct reports, customers and stakeholders.

(d) **Work Experience**

- Ten (10) years' work experience in Human Resources Management, in particular the Remuneration and Rewards Development area with five years of supervisory experience.