



**PAPUA NEW GUINEA PUBLIC SERVICE**  
**DEPARTMENT OF PERSONNEL MANAGEMENT**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>AGENCY:</b> DEPARTMENT OF PERSONNEL MANAGEMENT	<b>SYS. POSN. NO:</b> 1490000034 1490000035	<b>REF. NO:</b> DPM 05 – 15 DPM 05 – 16
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> HR POLICY REVIEW COORDINATION OFFICER /GR. 12	
<b>DIVISION:</b> WORKFORCE POLICY RESEARCH & SKILLS DEVELOPMENT	<b>LOCAL DESIGNATION:</b> HR POLICY REVIEW COORDINATION	
<b>BRANCH:</b> HR POLICY REVIEW & COORDINATION ADVICE	<b>REPORTING TO:</b> SENIOR HR POLICY COORDINATION <b>SYS. POS. NO:</b> 1490000030, 1490000031, 1490000032 <b>REF. NO:</b> DPM 05 - 12, DPM 05 - 13, DPM 05 - 14	
<b>SECTION:</b>	<b>LOCATION:</b> Central Government Office, WAIGANI	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
	04/01/1999	
	23/05/2000	
	26/11/2003	
	18/09/2007	
	28/07/2009	
ORG: 1/2016	29-03-2016	Re- designation, Reno
1/2020	01 July 2020	Redesign/Reno

**2. PURPOSE**

Maintain proper coordination and advice in the implementation of key Government policies to make sure best Human Resource practice is in the public service. Ensure policy procedures and guidelines developed and practiced in the Public Service are in compliant to the PS General Order and within the parameters of the Public Service Management Act 2014 and other relevant Government laws and regulations.

**3. DIMENSIONS**

Financial: Nil

Staff: One (1)

Others: 1 computer, 1 landline telephone

**4. PRINCIPLE ACCOUNTABILITIES**

- Develop and produce effective guidelines, manuals and other appropriate tools to enhance best practices for use in the Public Service.

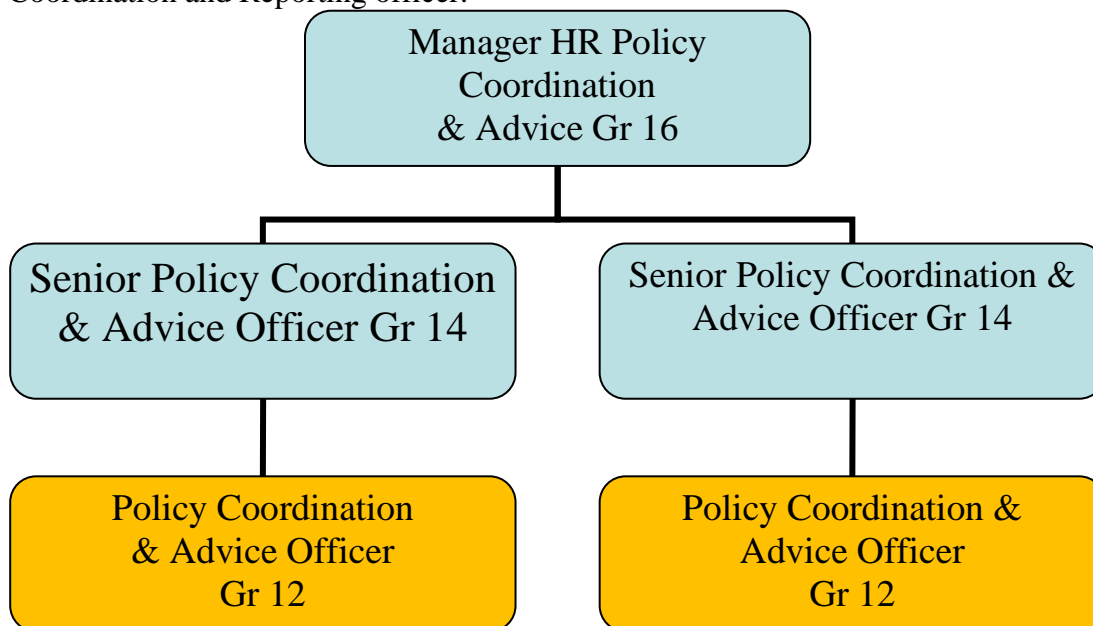
- Effective sound advice and recommend appropriate policies on Public Service HR Policies
- Provide timely and accurate advice on Public Service wide Policy Submission to Manager Policy Coordination
- Effective coordination of Public Service Reform Program
- Maintain an effective database on research work and data.

**5. MAJOR DUTIES**

- Interpret Public Service General Orders, PS (M) Act, relevant government policies, procedures and standards.
- Assist in preparing and formulating research projects.
- Provide information and advice on the relevant acts, regulations, procedures codes of practice, standards and guidelines.
- Develop and analyze policies in accordance with the department’s requirements for style, format and contents.
- Assist in planning and developing the branches MAP/AWP.
- Assist in facilitating secretariat services.
- Conduct research and review policies.
- Prepare and submit reports and research findings.

**6. NATURE AND SCOPE**

This position is one of the two (2) positions reporting to the Manager and senior policy officer, HR Policy Coordination and Advice Branch. The others being three (3) and include; two (2) Senior Policy Officers and one (1) Assistant Policy Coordination and Reporting officer.



**6.1 WORKING RELATIONSHIP**

Reports to the Senior Policy Coordination Officer – HR Policy Coordination and Advice Branch

- (a) **Internal**  
Liase and consult senior officers in the division and other divisions in the department
- (b) **External**

- Maintain liaison with First Assistant Secretaries, Assistant Secretaries and Program Managers of Departments and Provincial Administrations
- Liaise and consult with PSRMU and other Reform Secretariats
- Liaise and partner with Australian Public Service Commission to develop new initiatives or policies to enhance the role of Public Service Depts./Agencies
- Liaise with Research Institutions for information and advice.
- Establish a good working relationship with other reform interventions in other departments.

## 6.2 WORK ENVIRONMENT

This position requires the incumbent to demonstrate a high level of professional standards and commitment resulting in quality and sound advice on the relevant acts, regulations and policies in the Public Service

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

<b>Rules/procedures:</b>	<ul style="list-style-type: none"> <li>• General Orders</li> <li>• Industrial Agreements</li> <li>• MOAs</li> <li>• Public Service (Management) Act 2014</li> <li>• Public Finance Management Act 1995</li> <li>• Organic Law on Provincial &amp; LLG Government policies</li> <li>• PNG Constitution</li> </ul>
<b>Decision:</b>	Advise on new policy initiatives and development.
<b>Recommendations:</b>	Initiate, review new policy development. Review policy submission and advice appropriately.

## 8. CHALLENGES

The major challenge of this position is to be aware of the legal requirements, procedures and processes in terms of providing advice on government policy initiatives.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### Qualification

Possess a degree in Public Policy Management, Public Administration, Political Science or equivalent from a recognized university

### Knowledge

Possess a sound level of:

- Office procedures
- Public Service management policies, procedures and systems
- Research methods especially research and analysis.
- Job Evaluation and Classification Systems (HAY).

**Skills:**

- Written and Oral (presentation) Communications.
- Computing
- Analytical and Research
- Public Relations.
- Inter-personal

**Work Experience**

A minimum of 3 years working experience in Personnel Management/HR Functions. Proven record in policy research, formulation and coordination within the Public Service or Private Sector is essential.