



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: DEPARTMENT PERSONNEL MANAGEMENT	SYS. POSN. NO: 1490000020	REF. NO: DPM 05 - 6	
OFFICE:	DESIGNATION/CLASSIFICATION: HR POLICY RESEARCH & DEVELOPMENT OFFICER/ GRADE 12		
DIVISION: WORKFORCE POLICY RESEARCH & SKILLS DEVELOPMENT	LOCAL DESIGNATION: HR POLICY RESEARCH & DEVELOPMENT OFFICER		
BRANCH: HR POLICY RESEARCH & DEVELOPMENT	REPORTING TO: MANAGER HR POL. RES. & DEV.	SYS. POS. NO: 1490000015	REF. NO: DPM 05- 3
SECTION:	LOCATION: WAIGANI		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
1/2020	01 July 2020	Reno

2. PURPOSE

Develop and establish appropriate performance guidelines, standards, paradigms and procedures to enhance efficiency, productivity, accountability and best practice within the Public Service in compliance with Public Sector Reforms through comprehensive research and analysis.

3. DIMENSIONS

Financial: Nil
 Staff: Assistant PR&D Officer DPM 05- 8
 Assistant PR&D Officer DPM 05- 9
 Others: One computer, email, internet, one landline telephone

4. PRINCIPLE ACCOUNTABILITIES

- Production of policy guidelines, strategies, manuals and guides, on organization and systems development and productivity standards and paradigms, work ethics and procedures to enhance efficiency, productivity and accountability within the Public Service.
- Ensure that research parameters, guidelines and work programs/schedules are complied with.
- Ensure deadlines are met and quality of work maintained through regular reporting system and quality checks.
- Ensure timely submission of reports, findings and recommendations for management action.
- Provide prompt and sound policy advice to management and client.

5. MAJOR DUTIES

- Oversee research, development and formulation of appropriate performance guidelines, standards, paradigms, work ethics and procedures to enhance efficiency, productivity and accountability and best practice in the Public Service.
- Co-ordinate the implementation of Personnel and Training programs on Provincial and Local Level Government reform in accordance with Government policy and Department of Provincial & Local Level Government Affairs directions.
- Define and develop research parameters, guidelines and criteria to ensure relevance of research.
- Oversee, assign and allocate work to the Senior Research Officers and maintain a regular reporting system by subordinates to ensure compliance to time schedules.
- Ensure that work programs and schedules are implemented.
- Submit status reports and research findings to management or the National Monitoring Authority as required.
- Oversee development and maintenance of a database.

6. NATURE AND SCOPE

This role is highly oriented to maintaining strict policy guidelines and developing policies that are set by DPM for the whole of the Public Service. Therefore this role requires a person who has highly developed interpersonal and communication skills with strong research and analytical skills to effectively deal with all government agencies and departments on National Government policies concerning the Public Service.

6.1 WORKING RELATIONSHIP

(a) Internal

- Consult Manager in relation to work programs /schedules and appropriate work related issues.
- Consult with appropriate senior officers in other Divisions and Branches on professional matters of mutual interest.

(b) External

- Maintain liaison with Assistant Secretaries, Principal Advisors of Line Departments and Provincial Administrations.
- Liaise and consult with Department of Provincial & Local Level Government Affairs
- Liaise with government agencies and institutions in PNG and abroad.

6.2 WORK ENVIRONMENT

This is a technical role which requires the development of new policies and the review of existing policies to ensure that they are within the legal framework and scope of Government decisions and directives.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/procedures:** Code of Conduct and Ethics
Public Service General Orders
Public Service Management Act (2014)
- **Decision**
- **Recommendations**

8. CHALLENGES

To ensure effective and efficient work ethics to provide technical support on policy matters, while also promoting a service that enhances the image of DPM and the Public Service as a whole.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

Possess a degree in Public Policy and Management, Public Administration or Political Science

(b) Knowledge

Public Service (Management) Act, General Orders, Public Finance Management Act, Organic Law on Provincial & LLG, relevant Government policies and parts of PNG Constitution. Well versed in theory and practice of public administration and management sciences, policy analysis, development and formulation. Have sound knowledge and familiarity with research methods, techniques and analysis.

(c) Skills

- Excellent written and oral (presentation) communications.
- Managerial, leadership and decision-making.
- Analytical, problem solving and negotiation.
- Corporate planning and policy development.
- Public relations.

(d) Work Experience

A minimum of three (3) years in policy development and have a proven track record in research, strategic policy analysis and policy formulation in the public sector or private sector.

