

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> <i>Department of Personnel Management</i>	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> <i>DPM06-17</i>
<b>OFFICE:</b> <i>Executive Resources Housing</i>	<b>DESIGNATION/CLASSIFICATION:</b> <i>Director Investigations, Grade 18</i>	
<b>DIVISION:</b> <i>Investigations</i>	<b>LOCAL DESIGNATION:</b> <i>Director Investigation</i>	
<b>BRANCH:</b> <i>Investigations</i>	<b>REPORTING TO:</b> <i>Deputy Secretary- Executive Resourcing Services</i> <b>SYS. POS. NO:</b> <b>REF. NO:</b> <i>DPM06-17</i>	
<b>SECTION:</b> <i>Investigations</i>	<b>LOCATION:</b> <i>Central Government Office, Waigani</i>	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
ORG: 1/2016	Approved 29/03/2016	Create
Org: 1/19	02 July 2019	Reno, Revised JD
	01 July 2020	Reno

**2. PURPOSE**

To plan, organize, lead and control the staff and activities of the Investigation Branch, and also to assist with co-ordination, implementation and compliance with the DPM's Vision, Mission, Functions, Corporate Plan, together with Management Action Plan and other relevant government policies and strategic plans.

**3. DIMENSIONS**

Manage a budget level of K400, 000.00 for duty/official travel (investigation) and stationaries for the division. It has a total staffing level of five (5) with one (1) reporting directly on a daily basis on matters concerning operation of the division. The facilities include five (5) computers, five (5) printers, five (5) office desk and one vehicle.

**4. PRINCIPLE ACCOUNTABILITIES**

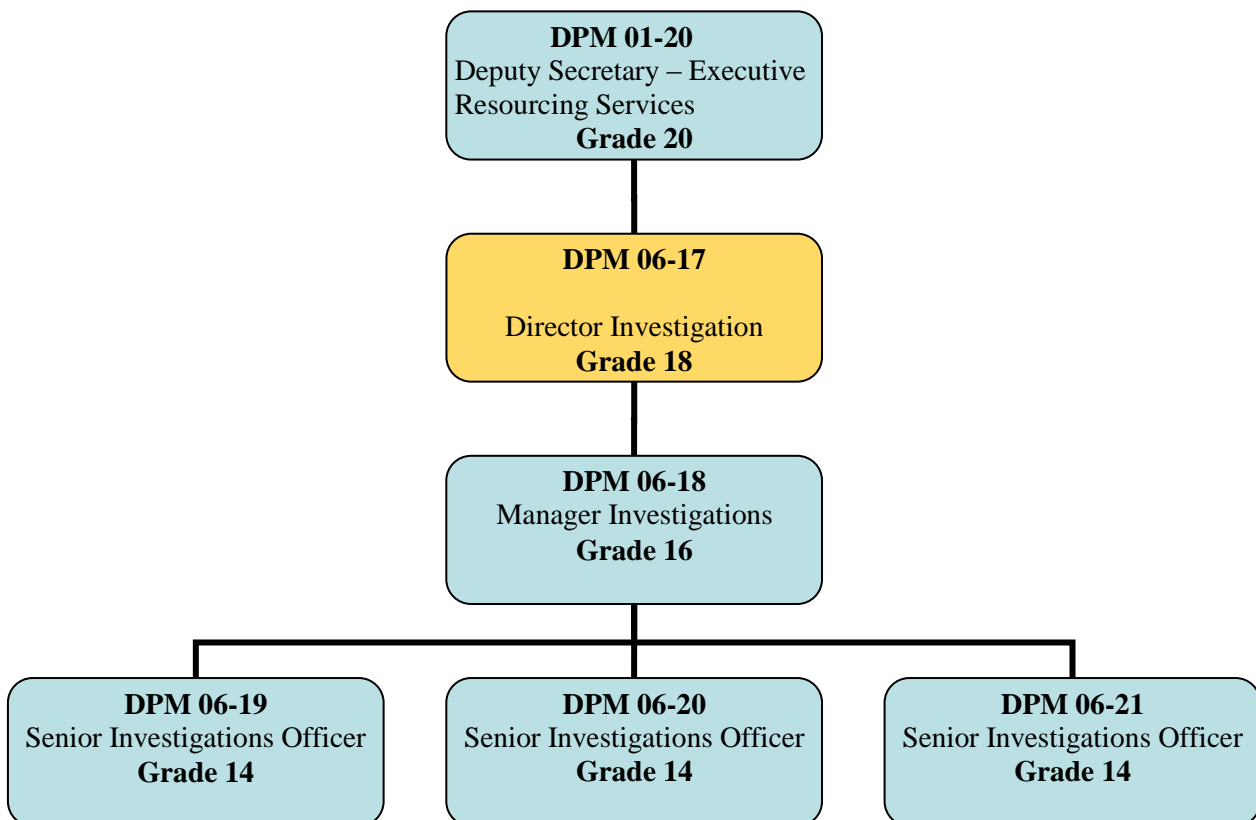
- Plan, organize, lead and control the work of investigation into departmental heads, provincial administrators and head of statutory bodies, which include:
  - a) Supervision of the execution of investigation of departmental heads, provincial administrators and heads of statutory authorities through the Secretary to the Chairman of the PSC.
  - b) Carry out specific and more complex investigation into departmental heads, provincial administrators and heads of statutory authorities on allegation levelled against them as directed by the NEC.
  - c) Prepare appropriate reports and findings for the investigation committee.

d) Supervise and oversee the work of the Division's subordinate staff.

- Check and correct submissions and advice on completed investigation, including correspondence for the secretary's signature.
- Prepare and present appropriate reports or briefs to the secretary as required
- Ensure effective and efficient management of the operations and resources of the Branch
- Ensure that investigations into allegation against Departmental Heads, Provincial Administrators and heads of statutory authorities are undertaken in a professional and timely manner.
- Determine investigations of alleged misconduct or mal-administration.
- Provide reports to the Government (National Executive Council) and Parliament on the investigation of departmental heads, provincial administrators and heads of statutory authorities
- Ensure that the core business and objectives relevant to the Investigations Division are prioritized and implemented accordingly.
- Good acquaintance, understanding and familiarity with DPM's Vision, Mission, Corporate plans, Management Action Plan and Department's functions and responsibilities.
- Planning of Division's work programs & activities, and to provide inputs into the preparation of annual budgets estimates.
- Preparation of the divisions periodic reports to Secretary DPM.

## 5. NATURE AND SCOPE

The Director reports directly to the Deputy Secretary- Executive Resourcing Services on the general management of Division and investigation into departmental heads, heads of statutory authorities and provincial administrators.



## 5.1 REPORTING AND WORKING RELATIONSHIP

### (a) Internal

DPM Secretary, Deputy Secretary Executive Resourcing Services (ERS), Deputy Secretary HR Advisory Compliance Audits, Deputy Secretary Policy and Reforms and Director Capacity Building and Corporate Affairs.

### (b) External

Chairman PSC, Portfolio Minister for Agency Heads, Boards/Commission for Regulatory Statutory Authorities (RSA) and Provincial Governors.

## 6. WORK ENVIRONMENT

Responsible for conducting of detailed investigation of national departmental heads, provincial administrators and heads of statutory authorities on serious allegations levelled against them before they are suspended or terminated. Preparation of submission to the NEC for decisions, and maintenance of up to date data base on national departmental secretaries and provincial administrators and heads of statutory authorities.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Inadequate budget appropriations for provincial travels to carry out investigations on provincial administrators and deputies. Lack of co-operation from certain departmental secretaries, deputy secretaries, provincial administrators, deputy administrators, heads of statutory authorities and human resources officers.

### 7.1 Rules/procedures

- Broad Knowledge of Public Service (Management) Act; the General Orders; Public Finance (Management) Act, the National Constitution; the Organic Law on Provincial and Local Level Government Act; Regulatory Statutory Authorities (Appointment to certain Officers Act, 2004)

### 7.2 Decision

- Allocation/assignment of tasks / activities to subordinates positions of the Divisions to complete the tasks.

### 7.3 Recommendations

- Highly professional investigation reports are prepared for the Secretary's consideration and decision on allegation against departmental heads, provincial administrators, and heads of statutory authorities.
- Disciplinary actions for the staff of the Department.
- Staff personnel matters (Leave, SPA, etc.)
- Adequate resources (human resources funding and facilities) for the division
- Training and development for the staff of the Division.

## 8. CHALLENGE

- Highly professional investigation reports are prepared on allegation against departmental heads, provincial administrators and heads of statutory authorities for Secretary's consideration.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### (a) Qualifications

First Degree in Law or possession of other academic and educational qualification such as Human Resources Management from a recognized university may be considered.

### (b) Knowledge

Possesses a proficient level of:

- Public Services (Management) Act, Public Services General Orders, Public Finance (Management) Act, Organic Law on Provincial and Local Governments, Regulatory Statutory Authorities (Appointment to certain Officers Act, 2004) and their application.
- Departments' Vision, Mission, Functions, Corporate Plan and Strategic plan.
- Good knowledge of Public Service Management and Development Policies, Procedures and Systems, and their application.
- Sound knowledge of corporate planning and implementation.
- Good knowledge of Human Resources Assessments and Investigation Skills.
- Good knowledge on computer application and use Microsoft Word and Excel.

### (c) Skills

Must have the ability to demonstrate the following:

- Written and Oral (presentation) communication in English including good report writing
- Investigations, Assessments and Evaluation
- Management and Leadership Qualities
- Appropriate legal background or law discipline
- Analytical and research
- Industrial Relations and HRM
- Staff motivation and supervision
- Public relations and inter-personal.

### (d) Work Experience

More than five (5) years' work experience in the field of investigation.