

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

AGENCY: PERSONNEL MANAGEMENT	SYS. POSN. NO: 1490000354	REF. NO: DPM 06-6
OFFICE :	DESIGNATION/CLASSIFICATION: EXECUTIVE SEARCH & APPOINTMENT OFFICER, GRADE 12	
DIVISION: EXECUTIVE SEARCH & APPOINTMENTS	LOCAL DESIGNATION: EXECUTIVE SERVICES OFFICER (PROV. ADMIN, GRADE 12	
BRANCH:	REPORTING TO: MANAGER (EXEC. APPTS)	SYS. POS. NO: REF. NO: DPM7-3
SECTION:	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ORG: 1/2007	Approved 13/09/2007	No Change/Revised JD
IMPL: 6-2-2	Approved 09/02/2009	No Change/Revised JD
	Approved 28/07/2009	Re-number/Revised JD
CS 8-3-28	Approved 24/07/2015	Revise JD
CS 8-3-28	Approved 27/08/2015	Revise JD
	Approved 29/03/2016	Redes, Reno, Revise JD
1/2020	01 July 2020	Reno

2. PURPOSE

To assist the Manager to ensure effective facilitation of Contracts of Employment for those Departmental Heads and Heads of Statutory organizations without proper established Boards or other governing bodies resulting from NEC Decisions.

3. DIMENSIONS

- Financial: Nil
- Staff: Nil
- Others: Nil

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Work within Public Service Regulations on employment of senior executives of the Public Service
- 4.2 Support services to facilitate appointments and contract of employment for senior executives of government departments, provincial administrations and statutory organizations without proper established Boards or other governing councils consistent with legislated requirements.
- 4.3 Expedient processing of documents relating to acting and substantive appointments of Departmental Heads and Heads of Statutory organizations without Boards.
- 4.4 Responsible for all correspondences relating to NEC appointments of National Departmental Heads, Provincial Administrators and Heads of Statutory Organizations matters.

- 4.5 Implement approved Annual Work Plans according to approved Corporate Plan and Management Action Plan.
- 4.6 Promote ethical behavior.

5. MAJOR DUTIES

- 5.1 Comply with the Public Service Regulations 7, 9 and 10 when facilitating employment of senior executives of the Public Service.
- 5.2 Assist to draw up contracts of employment for NEC appointees to executive positions including Departmental Heads, Provincial Administrations, Heads of Agencies and Heads of Missions consistent with NEC Decisions on standard templates.
- 5.3 Assist in liaising with Office of the State Solicitor to ensure that legal clearance is obtained within the legal timeframe.
- 5.4 Provide sound advice to Departmental Heads, Provincial Administrators and Agency Heads on matters relating to their contracts and terms and conditions of employment.
- 5.5 Respond in writing to correspondence relating to appointments and terms and conditions of employment.
- 5.6 Assist in maintaining an up-to-date record of case histories on appointments of executive leaders for easy retrieval and advice to the management team of ERS.
- 5.7 Liaise with other staff of the ERS Wing to provide operational support.
- 5.8 Develop individual annual work plan in consultation with the Division's approved Management Action Plan.
- 5.9 Provide periodic reports on progress of assigned tasks according to approved individual work plan.
- 5.10 Provide client service which is timely and meets client needs within limitations of resources
- 5.11 Monitor own capacity development based on individual learning and development plan.
- 5.12 Demonstrate an active commitment to the principles of good public sector governance by being accountable, open, having integrity, good stewardship and efficient.
- 5.13 Model good governance by portraying good behavior.

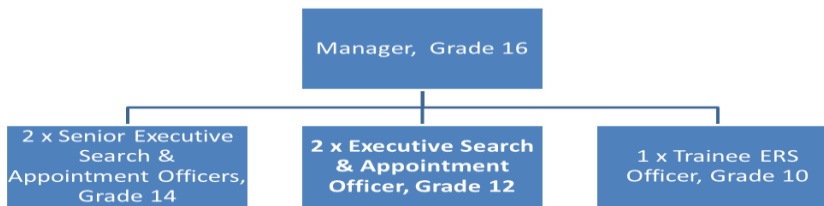
6. NATURE AND SCOPE

- This position is more of an administration role responsible for providing logistical support services to the executive appointment team.

6.1 WORKING RELATIONSHIP

- The position reports directly to the Executive Manager for Executive Search and Appointments.

6.2 REPORTING RELATIONSHIP:



(a) Internal

- Report to Manager (Executive Search & Appointments)
- Maintain liaison with MEAC Secretariat and Executive Performance Management staff
- Liaise with the Management Information System officers for payroll records

(b) External

Liaises with:

- Government Printing Office
- NEC Secretariat
- Pre-selection members (Deputy Secretaries of CACC Departments)
- PEC and Governors
- Department of Justice and Attorney General
- Office of State Solicitor
- Ombudsman Commission
- Statutory Organizations without Boards
- Prime Minister's Office (on certain occasions)
- Office of the Governor General (on certain occasions)
- Human Resource Officers of Departments and line agencies
- Portfolio Ministers

6.3 WORK ENVIRONMENT

The position exists in the Executive Search & Appointments Division of the Resourcing Service Wing within the Department of Personnel Management located at Waigani.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules/procedures

- Constitution,
- Public Services (Management) Act,
- Organic Law on Provincial Government and Local-Level Governments,
- Public Service Regulations 7, 9 & 10 of 2014,
- Public Service General Orders,
- Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004,

- SCMC Act,
- SRC Act and Determinations

7.2 Decision

- Nil

7.3 Recommendations

- Nil

8. CHALLENGES

- Work in a multi-tasking work environment
- Use of appropriate learning and development interventions to develop internal capacity

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- A Degree from a recognized University in the Social Sciences field with majors in Political Science, Public Policy Management, Business Administration, Economics, International Relations or Law or other appropriate disciplines or a Diploma/Certificate in Business Administration is also desirable.

(b) Knowledge

Must possess a proficient level of knowledge of the following:-

- DPM Organisational Structure and its corporate priorities and business context
- GESI Policy
- PNG Legislations and PS Regulations
- Revised Standard Terms and Conditions of Employment governing Departmental Heads, Provincial Administrators and Heads of Agencies in the National Public Service.
- Policy development practices and procedures in the public service.
- Good comprehension of the merit-based appointment process.
- Good comprehension of terms and conditions of employment, procedures and practices within the public service is essential.
- Conversant with all functions of human resource management.
- Advanced knowledge on computing applications on Windows Explorer 2007.

(a) Skills

Ability to demonstrate the following skills at a proficient level:-

- Effective report-writing skills
- Ability to assess and present reports
- Computer skills
- Analytical and Research skills
- Numerical skills
- Good communication skills
- Interpersonal and Public Relations
- Attention to detail
- Ability to make judgements
- Use of initiative
- Ability to multi-task

(b) Work Experience

- A minimum of Three (3) to Five (5) years work experience in a human resource management environment with good administration and organisational capabilities.