



## PAPUA NEW GUINEA PUBLIC SERVICE

## JOB DESCRIPTION

## 1. IDENTIFICATION

<b>AGENCY:</b> PERSONNEL MANAGEMENT	<b>SYS. POSN. NO:</b> 1490000121	<b>REF. NO:</b> DPM 08-16
<b>OFFICE:</b> DPM	<b>DESIGNATION/CLASSIFICATION:</b> HR Payroll Off. (South & Infra/Law & Justice Sect.) PS Grade 10	
<b>DIVISION:</b> MIS&S Division	<b>LOCAL DESIGNATION:</b> HR Payroll Off. (South & Infra/Law & Justice Sect.)	
<b>BRANCH:</b> HRMIS Ascender Payroll	<b>REPORTING TO:</b> Snr HR Payroll Off. (South & Infra/Law & Justice Sect.)	<b>SYS. POS. NO:</b> 1490000117 <b>REF. NO:</b> DPM 08-15
<b>SECTION:</b> South & Infra/Law & Justice Sector	<b>LOCATION:</b> Central Government Office - Waigani	

## HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	02/07/2019	ABOLISH/CREATE
	13/09/2007	RENO
	29/03/2016	RENO
Org: 1/2020		

## 2. PURPOSE

Responsible to all data capture and maintenance activities to ensure data accuracy on the Integrated Computerised HR and Payroll Management Information System is maintained.

## 3. DIMENSIONS

Financial: Nil  
Staff: Nil  
Others: Nil

## 4. PRINCIPLE ACCOUNTABILITIES

- Effective project implementation with new development initiatives associated with the Integrated Human Resource and Payroll Management Information System (IHRPIS).
- Data accuracy and validation.
- User Support

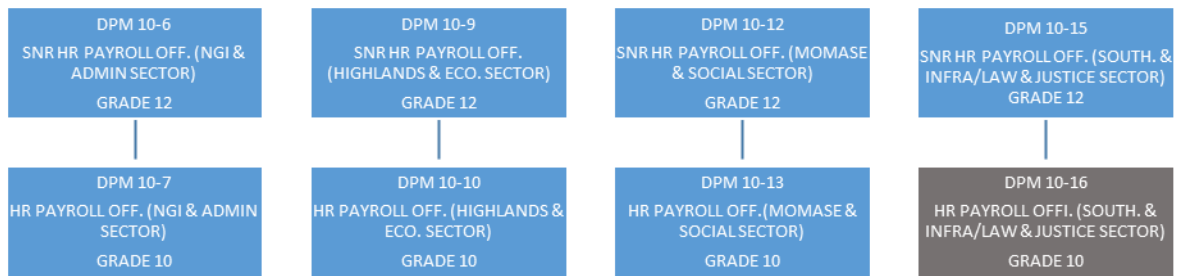
## 5. MAJOR DUTIES

- 5.1 Assist Senior HR Payroll Officer and Team Leader in advising National, Provincial Administrations, Public Hospitals and Statutory Organizations on the use of Integrated HR and Payroll Information System.
- 5.2 Support new development initiatives on the use of Integrated HR and Payroll System.
- 5.3 Provide fortnightly, quarterly, biannual and annual Establishment report for management information on the manpower and expenditure trends for budgetary purposes.
- 5.4 Assist Senior HR Payroll Officer/Team Leader to facilitate and conduct user training.
- 5.5 Assist the Senior HR Payroll officer in facilitating Agency structure loads, New Hires and Transfers of Public Servants into the Integrated HR and Payroll System.
- 5.6 Assist the Senior HR Payroll Officer/ Team Leader on all other related activities associated with Integrated HR and Payroll Management Information System.

## 6. NATURE AND SCOPE

### 6.1 Reporting Relationships

This is one position reports directly to the Senior HR Payroll Officer – Southern & Infrastructure/Law & Justice Sector (DPM 08-15).



### 6.2 Working Relationship

#### (a) Internal

DPM Staff

#### (b) External

National Departments-Heads of HR, Training, Payroll and I.T. Divisions/Branches.

Provincial Administration- Heads of HR, Training, Payroll and I.T. Divisions/Branches.

Public Hospitals - Heads of HR, Training, Payroll and I.T. Divisions/Branches.

Statutory Authorities - Heads of HR, Training, Payroll and I.T. Divisions/Branches.

### 6.3 Work Environment

This is more a coordinating position relating to management of information from line agencies through the respective branches in the Management Information Services division and dissemination of information back to line agencies.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/Procedures etc	▪ Code of Conduct and Ethics. ▪ ICT Policy (Dept. Finance) ▪ Public Service General Orders
▪ Decisions:	▪
▪ Recommendations:	▪

## 8. CHALLENGES

Ensuring information to and from line agencies is processed with minimal/unnecessary time delays and accuracy of relevant information is given minimizing time/resource wastage.

## 9. QUALIFICATIONS, EXPERIENCES AND SKILLS

### 9.1 Qualification:

- Diploma in Public Administration or Tertiary qualification in Human Resource Management.
- Certificates in equivalent/relevant field is preferable

### 9.2 Knowledge:

- Must have a good understanding of Public Service (Management) Act
- Must have a good understanding of Public Service General Orders
- Must have a good understanding of Public Service Finance (Management) Act
- Must be familiar with project planning
- Must be familiar with budgeting
- Must be familiar with Public Administration
- Must have sound knowledge on the Department's function
- Must have in-depth knowledge in Human Resource Management principles, practices and Integrated Human Resource Payroll System (IHRPS) and ICT systems.

**9.3 Skills:**

- Planning
- Management
- Problem Solving
- Communication (written and oral)
- Analytical skills
- Be part of a team

**9.4 Experience:**

- At least three (3) years of experience in the field of Human Resource Management and more specifically with integrated Human Resource and Payroll Management Information Systems.
- Practical skills and knowledge on Human Resource Training and Development, Recruitment and Selection, Performance Management, Organizational Planning and Payroll Administration in general.